

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30					1. REQUISITION NUMBER W34GM171020001		PAGE 1 OF 68			
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W911SE-07-R-0020		6. SOLICITATION ISSUE DATE 04-Jun-2007		
7. FOR SOLICITATION INFORMATION CALL:		a. NAME GENEVA MEMILIANI				b. TELEPHONE NUMBER (No Collect Calls) 404-464-1029		8. OFFER DUE DATE/LOCAL TIME 02:00 PM 26 Jun 2007		
9. ISSUED BY SOUTHERN REGION CONTRACTING CENTER EAST ARMY CONTRACTING AGENCY 1301 ANDERSON WAY SW B130 FORT MCPHERSON GA 30330-1096 TEL: FAX:		CODE W911SE		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 561730 SIZE STANDARD: \$6.5M			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER <input type="checkbox"/> UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		12. DISCOUNT TERMS	
15. DELIVER TO SEE SCHEDULE				16. ADMINISTERED BY						
17a. CONTRACTOR/OFFEROR TEL. FACILITY CODE				18a. PAYMENT WILL BE MADE BY						
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY		22. UNIT	23. UNIT PRICE	24. AMOUNT	
		SEE SCHEDULE								
25. ACCOUNTING AND APPROPRIATION DATA							26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:					
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)				31c. DATE SIGNED		
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:					

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
(CONTINUED)**

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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY <i>(Print)</i>			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		42b. RECEIVED AT <i>(Location)</i>			
		42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

ADDITIONAL INFORMATION

ATTENTION TO OFFERORS

PLEASE CAREFULLY READ AND COMPLETE THE ENTIRE SOLICITATION. THE FOLLOWING ARE LISTED FOR YOUR ATTENTION:

Proposals shall be provided NO LATER than the date and time specified in Block 8 of the Standard Form 1449 or any amendments thereto and each offeror shall complete (fill-ins) and submit FAR clause 52.212-3 titled "Offerors Representations and Certifications" with their proposals, or any amendments thereto:

Southern Region Contracting Center-East
Installation Support Division
1301 Anderson Way SW
Building 130, 1st Floor
Fort McPherson, GA 30330-1096
ATTN: Geneva Emiliani

1. CONTRACT PERFORMANCE PERIOD:

The contract period shall be for a total of five years, a base period and four, one-year option periods. Contract award date is anticipated to be on or about 10 July 2007. Base year period of performance will begin 09 August 2007 through 29 February 2008. Contractor will have approximately 30 days (10 July 2007 through 09 August 2007) to mobilize and be ready to start performance on 09 August 2007; all cost for mobilization shall be included in line item pricing. Each year's option performance period shall extend for a 12-month period. If the options are exercised, services shall be required as follows:

Option Year One	01 March 2008 - 28 February 2009
Option Year Two	01 March 2009 - 28 February 2010
Option Year Three	01 March 2010 - 28 February 2011
Option Year Four	01 March 2011 - 29 February 2012

2. LEGAL PUBLIC HOLIDAYS:

(1) New Year's	January 1
(2) Martin Luther King Jr.'s Day	Third Monday in January
(3) President's Day	Third Monday in February
(4) Memorial Day	Last Monday in May
(5) Independence Day	July 4
(6) Labor Day	First Monday in September
(7) Columbus Day	Second Monday in October
(8) Veteran's Day	November 11
(9) Thanksgiving Day	Fourth Thursday in November
(10) Christmas Day	December 25

When such holiday falls on Saturday, the preceding Friday will be considered a holiday. When such holiday falls on Sunday, the succeeding Monday will be considered a holiday.

3. PLACE OF PERFORMANCE:

Ground maintenance/landscaping services covered under this contract are restricted to grounds maintenance/landscaping services on Fort Campbell, Kentucky.

4. INSURANCE REQUIREMENTS:

In accordance with FAR 52.228-5 – Insurance – Work on a Government Installation the following minimum amounts of insurance are required.

Worker's Compensation	As required by law
Employer's Liability Insurance	\$100,000 as required
General Liability Insurance Bodily Injury Liability	\$500,000 per occurrence
Auto Liability Insurance	\$200,000 per person
Bodily Injury	\$500,000 per occurrence
Property Damage	\$20,000 per occurrence

5. SITE VISIT:

All contractors will meet AT DIRECTORATE OF CONTRACTING, BUILDING 2174, 13 1/2 STREET at 10:00 AM CST on Friday, 15th June 2007. Visitors to Fort Campbell should allow 30 TO 45 minutes to gain access to the base. Must have photo ID, proof of vehicle insurance, tag receipt and vehicle registration to obtain visitor's pass. For directions to Building PLEASE CONTACT ANGELA JACOBS AT (270) 798-0380 OR LILIA WOODS AT (270) 798-6068.

Interested offerors shall provide the SRCC-E any questions regarding the Request for Proposal (RFP) by email to geneva.emiliani@us.army.mil.

6. All offerors shall be certified HubZone firms to be eligible to provide proposals for this solicitation.

PRICING SCHEDULE - ITEMIZED CL

PRICING SCHEDULE FOR SUBCLINS IN LOTS 1-2

For line items in the pricing schedule identified as “Requirements Line Items” quantities are estimated and payment will be made for actual quantities serviced and accepted by the Government. The fact that all quantities are not ordered shall not constitute a price adjustment under any resulting contract to this solicitation.

Contractors cost for manpower reporting shall be reflecting in unit prices (see contract clause 52.000-4029, Accounting for Contract Services).

PRICING SCHEDULE FOR BASE YEAR LOTS 1-2					
CLINS 0001 -0015					
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LOT 1 - CLINS 0001 – 0015 GROUNDS MAINTENANCE SERVICES					
0001	Level I: Maintain grass at 1-1/2" to 3" Height Cut (includes all vegetation trimming and removal IAW Performance Based Vegetation Removal, par. 1.1.2) Total estimated acreage for this level is 311 acres, of which 275 acres consist of grass. Locations: High visibility areas as indicated. Child care centers to be mowed on Saturdays only.	3	MONTHS		
0002	Level II: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 2140 acres, of which 1899 acres consists of grass. Locations: Inside Fort Campbell Cantonment Area	3	MONTHS		
0003	Level III: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1015 of grass. Locations: Sabre Airfield and Vicinity	3	MONTHS		

0004	Maintain grass between 1" and 1-1/2" Height Cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 29 acres. Locations: Parade Field.	3	MONTHS		
0005	Level III: Maintain grass at cut 7" to 14" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1083 acres, of which 850 acres consists of grass. Locations: Campbell Army Airfield and Vicinity	3	MONTHS		
0006	Level IV: Maintain grass at cut 6" to 12" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2) Total estimated acreage for this level is 829 acres, of which 829 acres consists of grass. Locations: Back Area Road and Road Shoulders	1	EA		
0007	Level V: Maintain grass at cut 6" to 12" Height cut. Total estimated acreage for this level is 280 acres. Locations: Closed Landfills. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1	EA		
0008	Maintain grass at 2" within fence/gravel area and maintain grass at a 5" to 10" cut outside of fence/gravel area to road (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Locations: 119 Cemeteries. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1	EA		
0009	Special Events Mowing / emergency mowing as requested by the Government. Cut grass at a level requested (Level I, II, III, IV, or V) to include all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2. Locations: As indicated on the delivery order. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	25	ACRES		

0010	<p>Landfill Major Maintenance: Major maintenance for the closed landfill locations includes the regarding and filling with clean topsoil materials of the areas which may have developed depressions, rills, gullies, or ditches, as well as those areas that have less than 50% of established vegetative cover. Locations: Closed Landfills (see technical exhibit 1)</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	100	CY		
0011	<p>Landfill Minor Maintenance: Minor Maintenance includes over-seeding, fertilizing, and liming of the sites for enhancement of the existing grass cover over the landfills. Locations: Closed Landfills (see technical exhibit 1)</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	30	ACRE		
0012	<p>Grass Clippings and Leaves Removal Services: Includes bagging and removal from site. (par 1.1.5)</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	5	ACRE		
0013	<p>Excessive Debris Removal Services: Includes large quantities of litter removal and storm debris cleanup which requires more than one man to move. (para 1.1.4)</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	50	HOUR		
0014	<p>Turf Repair: Repair Turf IAW para 1.1.7</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	2000	SF		
0015	<p>Herbicide: Application of herbicide in areas not covered in Technical Exhibit 1 or any portion of this contract. Application IAW para 1.1.8.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	25	ACRE		

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LANDSCAPING SERVICES LOT 2 - CLINS 0016 -0043					

0016	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Building T-39	3	MONTHS		
0017	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) For HDQTRS 2700 (par 1.4.1)	3	MONTHS		
0018	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Gander Memorial	3	MONTHS		
0019	Turf Management (par 1.4.1), Flower Bed Management, (par 1.4.2), and Tree and Shrub Management (para 1.4.8) for Gate 4.	3	MONTHS		
0020	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), Landscape Management (par 1.4.3), and Tree and Shrub Management (par 1.4.8) for 160 th SOAR	3	MONTHS		
0021	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub (par 1.4.8) for the Eagle Conference Room	3	MONTHS		
0022	Turf Management for Gate 1 (par 1.4.1)	3	MONTHS		
0023	Turf Management for Gate 3 (par 1.4.1)	3	MONTHS		
0024	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Campbell Airfield HQ Building	3	MONTHS		
0025	Maintenance of Irrigation System located at Gate 4 and Gander Memorial (par 1.4.9)	3	MONTHS		
0026	Landscape Management for the Fort Campbell Visitors Center (par 1.4.3)	3	MONTHS		
0027	Landscape Management for the 5th Special Forces Group Complex (par 1.4.3)	3	MONTHS		

0028	Landscape Management for Building 1501 (par 1.4.3)	3	MONTHS		
0029	Landscape Management for the In/Out Processing Building (par 1.4.3)	3	MONTHS		
0030	Landscape Management for the Fort Campbell Museum (par 1.4.3)	3	MONTHS		
0031	Landscape Management for the Fort Campbell Library (par 1.4.3)	3	MONTHS		
0032	Establishment of Turf (par 1.4.1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	25	SY		
0033	Landscape Maintenance of newly developed areas (par 1.4.10) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	100	SY		
0034	Placement of washed pea gravel to a depth of 4" (This is a Requirements Line Item to Be Ordered as Needed by the Government)	10	SY		
0035	Placement of mulch to a depth of 4" – Color options – Red, Brown, Black (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
0036	Placement of mulch to a depth of 4" – Color: Natural (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
0037	Planting of Annuals (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	250	EA		
0038	Planting of Perennial Flowers (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	100	EA		

0039	Planting of small trees / shrubs (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	10	EA		
0040	Raised Plant Bed using landscaping timbers (Not To Exceed 12") (This is a Requirements Line Item to Be Ordered as Needed by the Government)	10	SF		
0041	Placement of Sod on bare ground (This is a Requirements Line Item to Be Ordered as Needed by the Government)	250	SY		
0042	Remove Existing Landscaped Area, regrade surface, and furnish and install Sod (This is a Requirements Line Item to Be Ordered as Needed by the Government)	250	SY		
0043	Periodic Lawn Treatment Services: Aeration, Fertilizing (see Technical Specification 2 for fertilizer specifications), Overseeding (see Technical Specification 2), Sodding, Weed Control, Dethatching, Scarification (moss removal). (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1	ACRE		

Total Base Year Lot #1: \$ _____

Total Base Year Lot #2: \$ _____

GRAND TOTAL BASE YEAR (Lots #1 and 2): \$ _____

PRICING SCHEDULE FOR FIRST OPTION PERIOD LOTS 1-2					
CLINS 1001 -1043					
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LOT 1 - CLINS 1001 -1015 GROUNDS MAINTENANCE SERVICES					
1001	Level I: Maintain grass at 1-1/2" to 3" Height Cut (includes all vegetation trimming and removal IAW Performance Based Vegetation Removal, par. 1.1.2) Total estimated acreage for this level is 311 acres, of which 275 acres consist of grass. Locations: High visibility areas as indicated. Child care centers to be mowed on Saturdays only.	9	MONTHS		
1002	Level II: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 2140 acres, of which 1899 acres consists of grass. Locations: Inside Fort Campbell Cantonment Area	9	MONTHS		
1003	Level III: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1015 of grass. Locations: Sabre Airfield and Vicinity	9	MONTHS		
1004	Maintain grass between 1" and 1-1/2" Height Cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 29 acres. Locations: Parade Field.	9	MONTHS		

1005	<p>Level III: Maintain grass at cut 7" to 14" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1083 acres, of which 850 acres consists of grass. Locations: Campbell Army Airfield and Vicinity</p>	9	MONTHS		
1006	<p>Level IV: Maintain grass at cut 6" to 12" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2)</p> <p>Total estimated acreage for this level is 829 acres, of which 829 acres consists of grass. Locations: Back Area Road and Road Shoulders</p>	2	EA		
1007	<p>Level V: Maintain grass at cut 6" to 12" Height cut. Total estimated acreage for this level is 280 acres. Locations: Closed Landfills.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	6	EA		
1008	<p>Maintain grass at 2" within fence/gravel area and maintain grass at a 5" to 10" cut outside of fence/gravel area to road (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Locations: 119 Cemeteries.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	3	EA		
1009	<p>Special Events Mowing / emergency mowing as requested by the Government. Cut grass at a level requested (Level I, II, III, IV, or V) to include all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2. Locations: As indicated on the delivery order.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	150	ACRES		
1010	<p>Landfill Major Maintenance: Major maintenance for the closed landfill locations includes the regarding and filling with clean topsoil materials of the areas which may have developed depressions, rills, gullies, or ditches, as well as those areas that have less than 50% of established vegetative cover. Locations: Closed Landfills (see technical exhibit 1)</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	1000	CY		

1011	Landfill Minor Maintenance: Minor Maintenance includes over-seeding, fertilizing, and liming of the sites for enhancement of the existing grass cover over the landfills. Locations: Closed Landfills (see technical exhibit 1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
1012	Grass Clippings and Leaves Removal Services: Includes bagging and removal from site. (par 1.1.5) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
1013	Excessive Debris Removal Services: Includes large quantities of litter removal and storm debris cleanup which requires more than one man to move. (para 1.1.4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	50	HOUR		
1014	Turf Repair: Repair Turf IAW para 1.1.7 (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SF		
1015	Herbicide: Application of herbicide in areas not covered in Technical Exhibit 1 or any portion of this contract. Application IAW para 1.1.8. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	25	ACRE		

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LANDSCAPING SERVICES LOT 2 - CLINS 1016 -1043					
1016	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Building T-39	9	MONTHS		
1017	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) For HDQTRS 2700 (par 1.4.1)	9	MONTHS		
1018	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Gander Memorial	9	MONTHS		

1019	Turf Management (par 1.4.1), Flower Bed Management, (par 1.4.2), and Tree and Shrub Management (para 1.4.8) for Gate 4.	9	MONTHS		
1020	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), Landscape Management (par 1.4.3), and Tree and Shrub Management (par 1.4.8) for 160 th SOAR	9	MONTHS		
1021	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub (par 1.4.8) for the Eagle Conference Room	9	MONTHS		
1022	Turf Management for Gate 1 (par 1.4.1)	9	MONTHS		
1023	Turf Management for Gate 3 (par 1.4.1)	9	MONTHS		
1024	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Campbell Airfield HQ Building	9	MONTHS		
1025	Maintenance of Irrigation System located at Gate 4 and Gander Memorial (par 1.4.9)	9	MONTHS		
1026	Landscape Management for the Fort Campbell Visitors Center (par 1.4.3)	9	MONTHS		
1027	Landscape Management for the 5th Special Forces Group Complex (par 1.4.3)	9	MONTHS		
1028	Landscape Management for Building 1501 (par 1.4.3)	9	MONTHS		
1029	Landscape Management for the In/Out Processing Building (par 1.4.3)	9	MONTHS		
1030	Landscape Management for the Fort Campbell Museum (par 1.4.3)	9	MONTHS		
1031	Landscape Management for the Fort Campbell Library (par 1.4.3)	9	MONTHS		

1032	Establishment of Turf (par 1.4.1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
1033	Landscape Maintenance of newly developed areas (par 1.4.10) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5000	SY		
1034	Placement of washed pea gravel to a depth of 4" (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	SY		
1035	Placement of mulch to a depth of 4" – Color options – Red, Brown, Black (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
1036	Placement of mulch to a depth of 4" – Color: Natural (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
1037	Planting of Annuals (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	EA		
1038	Planting of Perennial Flowers (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	EA		
1039	Planting of small trees / shrubs (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	100	EA		
1040	Raised Plant Bed using landscaping timbers (Not To Exceed 12") (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	SF		
1041	Placement of Sod on bare ground (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	SY		

1042	Remove Existing Landscaped Area, regrade surface, and furnish and install Sod (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
1043	Periodic Lawn Treatment Services: Aeration, Fertilizing (see Technical Specification 2 for fertilizer specifications), Overseeding (see Technical Specification 2), Sodding, Weed Control, Dethatching, Scarification (moss removal). (This is a Requirements Line Item to Be Ordered as Needed by the Government)	6	ACRE		

Total First Option Period Lot #1: \$ _____

Total First Option Period Lot #2: \$ _____

GRAND TOTAL FIRST OPTION PERIOD YEAR (Lots #1 and 2): \$ _____

PRICING SCHEDULE FOR SECOND OPTION PERIOD LOTS 1-2 CLINS 2001 -2043					
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LOT 1 - CLINS 2001 - 2015 GROUNDS MAINTENANCE SERVICES					
2001	Level I: Maintain grass at 1-1/2" to 3" Height Cut (includes all vegetation trimming and removal IAW Performance Based Vegetation Removal, par. 1.1.2) Total estimated acreage for this level is 311 acres, of which 275 acres consist of grass. Locations: High visibility areas as indicated. Child care centers to be mowed on Saturdays only.	9	MONTHS		
2002	Level II: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 2140 acres, of which 1899 acres consists of grass. Locations: Inside Fort Campbell Cantonment Area	9	MONTHS		
2003	Level III: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1015 of grass. Locations: Sabre Airfield and Vicinity	9	MONTHS		
2004	Maintain grass between 1" and 1-1/2" Height Cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 29 acres. Locations: Parade Field.	9	MONTHS		

2005	<p>Level III: Maintain grass at cut 7" to 14" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1083 acres, of which 850 acres consists of grass. Locations: Campbell Army Airfield and Vicinity</p>	9	MONTHS		
2006	<p>Level IV: Maintain grass at cut 6" to 12" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2)</p> <p>Total estimated acreage for this level is 829 acres, of which 829 acres consists of grass. Locations: Back Area Road and Road Shoulders</p>	2	EA		
2007	<p>Level V: Maintain grass at cut 6" to 12" Height cut. Total estimated acreage for this level is 280 acres. Locations: Closed Landfills.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	6	EA		
2008	<p>Maintain grass at 2" within fence/gravel area and maintain grass at a 5" to 10" cut outside of fence/gravel area to road (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Locations: 119 Cemeteries.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	3	EA		
2009	<p>Special Events Mowing / emergency mowing as requested by the Government. Cut grass at a level requested (Level I, II, III, IV, or V) to include all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2. Locations: As indicated on the delivery order.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	150	ACRES		
2010	<p>Landfill Major Maintenance: Major maintenance for the closed landfill locations includes the regarding and filling with clean topsoil materials of the areas which may have developed depressions, rills, gullies, or ditches, as well as those areas that have less than 50% of established vegetative cover. Locations: Closed Landfills (see technical exhibit 1)</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	1000	CY		

2011	Landfill Minor Maintenance: Minor Maintenance includes over-seeding, fertilizing, and liming of the sites for enhancement of the existing grass cover over the landfills. Locations: Closed Landfills (see technical exhibit 1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
2012	Grass Clippings and Leaves Removal Services: Includes bagging and removal from site. (par 1.1.5) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
2013	Excessive Debris Removal Services: Includes large quantities of litter removal and storm debris cleanup which requires more than one man to move. (para 1.1.4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	50	HOUR		
2014	Turf Repair: Repair Turf IAW para 1.1.7 (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SF		
2015	Herbicide: Application of herbicide in areas not covered in Technical Exhibit 1 or any portion of this contract. Application IAW para 1.1.8. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	25	ACRE		

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LANDSCAPING SERVICES LOT 2 - CLINS 2016 -2043					
2016	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Building T-39	9	MONTHS		
2017	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) For HDQTRS 2700 (par 1.4.1)	9	MONTHS		

2018	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Gander Memorial	9	MONTHS		
2019	Turf Management (par 1.4.1), Flower Bed Management, (par 1.4.2), and Tree and Shrub Management (para 1.4.8) for Gate 4.	9	MONTHS		
2020	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), Landscape Management (par 1.4.3), and Tree and Shrub Management (par 1.4.8) for 160 th SOAR	9	MONTHS		
2021	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub (par 1.4.8) for the Eagle Conference Room	9	MONTHS		
2022	Turf Management for Gate 1 (par 1.4.1)	9	MONTHS		
2023	Turf Management for Gate 3 (par 1.4.1)	9	MONTHS		
2024	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Campbell Airfield HQ Building	9	MONTHS		
2025	Maintenance of Irrigation System located at Gate 4 and Gander Memorial (par 1.4.9)	9	MONTHS		
2026	Landscape Management for the Fort Campbell Visitors Center (par 1.4.3)	9	MONTHS		
2027	Landscape Management for the 5th Special Forces Group Complex (par 1.4.3)	9	MONTHS		
2028	Landscape Management for Building 1501 (par 1.4.3)	9	MONTHS		
2029	Landscape Management for the In/Out Processing Building (par 1.4.3)	9	MONTHS		
2030	Landscape Management for the Fort Campbell Museum (par 1.4.3)	9	MONTHS		

2031	Landscape Management for the Fort Campbell Library (par 1.4.3)	9	MONTHS		
2032	Establishment of Turf (par 1.4.1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
2033	Landscape Maintenance of newly developed areas (par 1.4.10) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5000	SY		
2034	Placement of washed pea gravel to a depth of 4" (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	SY		
2035	Placement of mulch to a depth of 4" – Color options – Red, Brown, Black (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
2036	Placement of mulch to a depth of 4" – Color: Natural (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
2037	Planting of Annuals (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	EA		
2038	Planting of Perennial Flowers (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	EA		
2039	Planting of small trees / shrubs (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	100	EA		
2040	Raised Plant Bed using landscaping timbers (Not To Exceed 12") (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	SF		

2041	Placement of Sod on bare ground (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	SY		
2042	Remove Existing Landscaped Area, regrade surface, and furnish and install Sod (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
2043	Periodic Lawn Treatment Services: Aeration, Fertilizing (see Technical Specification 2 for fertilizer specifications), Overseeding (see Technical Specification 2), Sodding, Weed Control, Dethatching, Scarification (moss removal). (This is a Requirements Line Item to Be Ordered as Needed by the Government)	6	ACRE		

Total Second Option Period Lot #1: \$ _____

Total Second Option Period Lot #2: \$ _____

GRAND TOTAL FOR SECOND OPTION PERIOD (Lots #1 and 2): \$ _____

PRICING SCHEDULE FOR THIRD OPTION PERIOD LOTS 1-2 CLINS 3001-3043					
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LOT 1 – CLINS 3001 - 3015 GROUNDS MAINTENANCE SERVICES					
3001	Level I: Maintain grass at 1-1/2" to 3" Height Cut (includes all vegetation trimming and removal IAW Performance Based Vegetation Removal, par. 1.1.2) Total estimated acreage for this level is 311 acres, of which 275 acres consist of grass. Locations: High visibility areas as indicated. Child care centers to be mowed on Saturdays only.	9	MONTHS		
3002	Level II: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 2140 acres, of which 1899 acres consists of grass. Locations: Inside Fort Campbell Cantonment Area	9	MONTHS		
3003	Level III: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1015 of grass. Locations: Sabre Airfield and Vicinity	9	MONTHS		
3004	Maintain grass between 1" and 1-1/2" Height Cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 29 acres. Locations: Parade Field.	9	MONTHS		

3005	<p>Level III: Maintain grass at cut 7" to 14" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1083 acres, of which 850 acres consists of grass. Locations: Campbell Army Airfield and Vicinity</p>	9	MONTHS		
3006	<p>Level IV: Maintain grass at cut 6" to 12" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2)</p> <p>Total estimated acreage for this level is 829 acres, of which 829 acres consists of grass. Locations: Back Area Road and Road Shoulders</p>	2	EA		
3007	<p>Level V: Maintain grass at cut 6" to 12" Height cut. Total estimated acreage for this level is 280 acres. Locations: Closed Landfills.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	6	EA		
3008	<p>Maintain grass at 2" within fence/gravel area and maintain grass at a 5" to 10" cut outside of fence/gravel area to road (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Locations: 119 Cemeteries.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	3	EA		
3009	<p>Special Events Mowing / emergency mowing as requested by the Government. Cut grass at a level requested (Level I, II, III, IV, or V) to include all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2. Locations: As indicated on the delivery order.</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	150	ACRES		
3010	<p>Landfill Major Maintenance: Major maintenance for the closed landfill locations includes the regarding and filling with clean topsoil materials of the areas which may have developed depressions, rills, gullies, or ditches, as well as those areas that have less than 50% of established vegetative cover. Locations: Closed Landfills (see technical exhibit 1)</p> <p>(This is a Requirements Line Item to Be Ordered as Needed by the Government)</p>	1000	CY		

3011	Landfill Minor Maintenance: Minor Maintenance includes over-seeding, fertilizing, and liming of the sites for enhancement of the existing grass cover over the landfills. Locations: Closed Landfills (see technical exhibit 1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
3012	Grass Clippings and Leaves Removal Services: Includes bagging and removal from site. (par 1.1.5) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
3013	Excessive Debris Removal Services: Includes large quantities of litter removal and storm debris cleanup which requires more than one man to move. (para 1.1.4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	50	HOUR		
3014	Turf Repair: Repair Turf IAW para 1.1.7 (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SF		
3015	Herbicide: Application of herbicide in areas not covered in Technical Exhibit 1 or any portion of this contract. Application IAW para 1.1.8. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	25	ACRE		

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LANDSCAPING SERVICES LOT 2 - CLINS 3016 -3043					
3016	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Building T-39	9	MONTHS		
3017	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) For HDQTRS 2700 (par 1.4.1)	9	MONTHS		
3018	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Gander Memorial	9	MONTHS		

3019	Turf Management (par 1.4.1), Flower Bed Management, (par 1.4.2), and Tree and Shrub Management (para 1.4.8) for Gate 4.	9	MONTHS		
3020	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), Landscape Management (par 1.4.3), and Tree and Shrub Management (par 1.4.8) for 160 th SOAR	9	MONTHS		
3021	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for the Eagle Conference Room	9	MONTHS		
3022	Turf Management for Gate 1 (par 1.4.1)	9	MONTHS		
3023	Turf Management for Gate 3 (par 1.4.1)	9	MONTHS		
3024	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Campbell Airfield HQ Building	9	MONTHS		
3025	Maintenance of Irrigation System located at Gate 4 and Gander Memorial (par 1.4.9)	9	MONTHS		
3026	Landscape Management for the Fort Campbell Visitors Center (par 1.4.3)	9	MONTHS		
3027	Landscape Management for the 5th Special Forces Group Complex (par 1.4.3)	9	MONTHS		
3028	Landscape Management for Building 1501 (par 1.4.3)	9	MONTHS		
3029	Landscape Management for the In/Out Processing Building (par 1.4.3)	9	MONTHS		
3030	Landscape Management for the Fort Campbell Museum (par 1.4.3)	9	MONTHS		
3031	Landscape Management for the Fort Campbell Library (par 1.4.3)	9	MONTHS		

3032	Establishment of Turf (par 1.4.1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
3033	Landscape Maintenance of newly developed areas (par 1.4.10) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5000	SY		
3034	Placement of washed pea gravel to a depth of 4" (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	SY		
3035	Placement of mulch to a depth of 4" – Color options – Red, Brown, Black (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
3036	Placement of mulch to a depth of 4" – Color: Natural (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
3037	Planting of Annuals (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	EA		
3038	Planting of Perennial Flowers (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	EA		
3039	Planting of small trees / shrubs (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	100	EA		
3040	Raised Plant Bed using landscaping timbers (Not To Exceed 12") (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	SF		
3041	Placement of Sod on bare ground (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	SY		

3042	Remove Existing Landscaped Area, regrade surface, and furnish and install Sod (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
3043	Periodic Lawn Treatment Services: Aeration, Fertilizing (see Technical Specification 2 for fertilizer specifications), Overseeding (see Technical Specification 2), Sodding, Weed Control, Dethatching, Scarification (moss removal). (This is a Requirements Line Item to Be Ordered as Needed by the Government)	6	ACRE		

Total For Third Option Period Lot #1: \$ _____

Total For Third Option Period Lot #2: \$ _____

GRAND TOTAL FOR THIRD OPTION PERIOD (Lots #1 and 2): \$ _____

PRICING SCHEDULE FOR FOURTH OPTION PERIOD LOTS 1-2 CLINS 4001 -4043					
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
LOT 1 - CLINS 4001 - 4015 GROUNDS MAINTENANCE SERVICES					
4001	Level I: Maintain grass at 1-1/2" to 3" Height Cut (includes all vegetation trimming and removal IAW Performance Based Vegetation Removal, par. 1.1.2) Total estimated acreage for this level is 311 acres, of which 275 acres consist of grass. Locations: High visibility areas as indicated. Child care centers to be mowed on Saturdays only.	9	MONTHS		
4002	Level II: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 2140 acres, of which 1899 acres consists of grass. Locations: Inside Fort Campbell Cantonment Area	9	MONTHS		
4003	Level III: Maintain grass at cut 2" to 5" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1015 of grass. Locations: Sabre Airfield and Vicinity	9	MONTHS		
4004	Maintain grass between 1" and 1-1/2" Height Cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Total estimated acreage for this level is 29 acres. Locations: Parade Field.	9	MONTHS		

4005	Level III: Maintain grass at cut 7" to 14" Height cut (includes all vegetation trimming/removal IAW Vegetation Maintenance, Paragraph 1.1.2) Total estimates acreage for this level is 1083 acres, of which 850 acres consists of grass. Locations: Campbell Army Airfield and Vicinity	9	MONTHS		
4006	Level IV: Maintain grass at cut 6" to 12" Height cut (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2) Total estimated acreage for this level is 829 acres, of which 829 acres consists of grass. Locations: Back Area Road and Road Shoulders	2	EA		
4007	Level V: Maintain grass at cut 6" to 12" Height cut. Total estimated acreage for this level is 280 acres. Locations: Closed Landfills. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	6	EA		
4008	Maintain grass at 2" within fence/gravel area and maintain grass at a 5" to 10" cut outside of fence/gravel area to road (includes all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2). Locations: 119 Cemeteries. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	3	EA		
4009	Special Events Mowing / emergency mowing as requested by the Government. Cut grass at a level requested (Level I, II, III, IV, or V) to include all vegetation trimming / removal IAW Performance Based Vegetation Removal, par. 1.1.2. Locations: As indicated on the delivery order. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	150	ACRES		

4010	Landfill Major Maintenance: Major maintenance for the closed landfill locations includes the regarding and filling with clean topsoil materials of the areas which may have developed depressions, rills, gullies, or ditches, as well as those areas that have less than 50% of established vegetative cover. Locations: Closed Landfills (see technical exhibit 1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	CY		
4011	Landfill Minor Maintenance: Minor Maintenance includes over-seeding, fertilizing, and liming of the sites for enhancement of the existing grass cover over the landfills. Locations: Closed Landfills (see technical exhibit 1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
4012	Grass Clippings and Leaves Removal Services: Includes bagging and removal from site. (par 1.1.5) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5	ACRE		
4013	Excessive Debris Removal Services: Includes large quantities of litter removal and storm debris cleanup which requires more than one man to move. (para 1.1.4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	50	HOURL		
4014	Turf Repair: Repair Turf IAW para 1.1.7 (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SF		
4015	Herbicide: Application of herbicide in areas not covered in Technical Exhibit 1 or any portion of this contract. Application IAW para 1.1.8. (This is a Requirements Line Item to Be Ordered as Needed by the Government)	25	ACRE		

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT PRICE BASE YEAR	TOTAL AMOUNT
	LANDSCAPING SERVICES LOT 2 - CLINS 4016 -4043				
4016	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Building T-39	9	MONTHS		

4017	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) For HDQTRS 2700 (par 1.4.1)	9	MONTHS		
4018	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Gander Memorial	9	MONTHS		
4019	Turf Management (par 1.4.1), Flower Bed Management, (par 1.4.2), and Tree and Shrub anagement (para 1.4.8) for Gate 4.	9	MONTHS		
4020	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), Landscape Management (par 1.4.3), and Tree and Shrub Management (par 1.4.8) for 160 th SOAR	9	MONTHS		
4021	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub (par 1.4.8) for the Eagle Conference Room	9	MONTHS		
4022	Turf Management for Gate 1 (par 1.4.1)	9	MONTHS		
4023	Turf Management for Gate 3 (par 1.4.1)	9	MONTHS		
4024	Turf Management (par 1.4.1), Flower Bed Management (par 1.4.2), and Tree and Shrub Management (par 1.4.8) for Campbell Airfield HQ Building	9	MONTHS		
4025	Maintenance of Irrigation System located at Gate 4 and Gander Memorial (par 1.4.9)	9	MONTHS		
4026	Landscape Management for the Fort Campbell Visitors Center (par 1.4.3)	9	MONTHS		
4027	Landscape Management for the 5th Special Forces Group Complex (par 1.4.3)	9	MONTHS		
4028	Landscape Management for Building 1501 (par 1.4.3)	9	MONTHS		
4029	Landscape Management for the In/Out Processing Building (par 1.4.3)	9	MONTHS		

4030	Landscape Management for the Fort Campbell Museum (par 1.4.3)	9	MONTHS		
4031	Landscape Management for the Fort Campbell Library (par 1.4.3)	9	MONTHS		
4032	Establishment of Turf (par 1.4.1) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
4033	Landscape Maintenance of newly developed areas (par 1.4.10) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	5000	SY		
4034	Placement of washed pea gravel to a depth of 4" (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	SY		
4035	Placement of mulch to a depth of 4" – Color options – Red, Brown, Black (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
4036	Placement of mulch to a depth of 4" – Color: Natural (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2500	SY		
4037	Planting of Annuals (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	500	EA		
4038	Planting of Perennial Flowers (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	EA		
4039	Planting of small trees / shrubs (as per Technical Exhibit 4) (This is a Requirements Line Item to Be Ordered as Needed by the Government)	100	EA		
4040	Raised Plant Bed using landscaping timbers (Not To Exceed 12") (This is a Requirements Line Item to Be Ordered	1000	SF		

	as Needed by the Government)				
4041	Placement of Sod on bare ground (This is a Requirements Line Item to Be Ordered as Needed by the Government)	1000	SY		
4042	Remove Existing Landscaped Area, regrade surface, and furnish and install Sod (This is a Requirements Line Item to Be Ordered as Needed by the Government)	2000	SY		
4043	Periodic Lawn Treatment Services: Aeration, Fertilizing (see Technical Specification 2 for fertilizer specifications), Overseeding (see Technical Specification 2), Sodding, Weed Control, Dethatching, Scarification (moss removal). (This is a Requirements Line Item to Be Ordered as Needed by the Government)	6	ACRE		

Total Fourth Option Period Lot #1: \$ _____

Total Fourth Option Period Lot #2: \$ _____

GRAND TOTAL FOR FOURTH OPTION PERIOD (Lots #1 and 2): \$ _____

CLAUSES INCORPORATED BY REFERENCE

52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
252.212-7001	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items	JAN 2007

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (SEP 2006)

(IAW FAR 12.301(b) (1) 52.212-1 is hereby incorporated by reference

ADDENDA TO FAR 52.212-1 - The following paragraphs cited in 52.212-1 do not apply: (d), (e), (h), (i);

THE FOLLOWING PARAGRAPHS HAVE BEEN ADDED:

(m) PROPOSAL PREPARATION INSTRUCTIONS- GENERAL

- (1) To assure timely and equitable evaluation of proposal, the offeror must follow the instructions contained herein. Offerors are required to meet all solicitation requirements; failure to meet a requirement may result in an offeror being ineligible for award. Offerors are cautioned to submit sufficient information to enable the evaluator to fully ascertain the offeror's capability to perform the requirements contemplated by the solicitation. The data submitted with each proposal shall be complete and concise. The response shall consist of three (3) separately bound (no staples) parts, Part 1- Request for Proposal/Price Schedule, Part II – Past Performance Information, and Part III – Technical Proposal.
- (2) The composition of each proposal shall be such that extensive searching throughout the document is not required. Offerors shall attach a binder cover sheet to the outer cover of each part identifying part number, name, and copy number (e.g., Part I, Price Proposal, Copy 2 of 2); Request for Proposal Number; Date of Submission; and Offerors Name. All written proposals shall be prepared on standard 8.5 x 11 inch paper in portrait orientation (charts may be landscaped). All pages of each proposal shall be appropriately numbered and identified with the solicitation number. For ease of reference, each page shall be numbered consecutively and properly tabbed. Each page shall have a one-inch margin at the top, the bottom, and on each side. Page numbers, notations of proprietary information, and any other identifying information printed on each page are excluded from the margin requirement. Text font must be no smaller than 10 point for ALL documents. The overall proposal shall consist of three (3) separate bound (no staples) parts, Part 1 – Request for Proposal/Price Schedule, Part II – Past Performance Information, and Part III – Technical Proposal.

PART I – Request For Proposal/Completed Price Schedule Original + 1 Copy + 1 Electronic Copy

PART II – Past Performance Information Original + 2 Copy + 1 Electronic Copy
(This part shall not contain any price data)

PART III – Technical Proposal Original + 2 Copy + 1 Electronic
(This part shall not contain any price data)

Submit the above requested parts by **26 June 2007 NLT 02:00 pm** to the following address:

Southern Region Contracting Center-East
 General Support Division
 1301 Anderson Way, S.W.
 BLDG 130, 1ST FLOOR

Fort McPherson, GA 30330-1096
ATTN: Geneva Emiliani

- (3) Electronic copies (1 each) are required for each aforementioned parts. Electronic copies shall be submitted on a double-side, high-density (DSHD) 3.5-inch diskette (formatted at 1.44MB) or on a Compact Disc (CD) using the Microsoft Office Suite of Word, Excel, and/or Power Point as applicable. Electronic copies of the Schedule of Supplies/Services (CLIN Structure) shall not be in "read only" format and any spreadsheets shall be unlinked and no worksheets shall be hidden. All disks shall be virus checked prior to submission. Each diskette shall be clearly labeled stating the offerors name, solicitation number, date of submission, and proposal volume number. If there are any discrepancies between the electronic version and the hard copy version submitted, the hard copy version shall take precedence and be considered as binding. Replacement disks/CD's should also be submitted to update the final proposal based on any discussions and the resulting solicitation amendment requesting final proposal revisions.
- (4) After contract award, the Government will dispose of unsuccessful proposals as follows: original copy will be retained with the contract file; the additional copies will be destroyed. No destruction certificate will be provided.
- (5) It is the intent of the Government to make award without discussions. However, should discussions be deemed necessary due to proposal weaknesses, deficiencies, or other issues, which must be addressed before award, discussions will be conducted, either orally or in writing, with only those offerers determined to be within the competitive range. Where discussions are applicable, notices will be provided to the offerers identifying those areas of proposal deficiency, weaknesses, or lack of clarity. Offerors shall respond to the notices during discussions in accordance with guidance provided by the Contracting Officer.

(n) PROPOSAL PREPARATION INSTRUCTIONS- SPECIFIC

Part I- REQUESTS FOR PROPOSAL/COMPLETED PRICE SCHEDULE

- (1) The Request for Proposal (RFP): Shall contain a cover letter offering the proposal and be signed by the offeror's authorized signatory.
- (2) STANDARD FORM (SF) 1449: The SF 1449 shall be submitted fully completed. Complete blocks 12, 17a. and 30a-c of the SF 1449. An official authorized to contractually bind the offeror must sign Block 30a. In doing so the offeror accedes to the contract terms and conditions as written in the RFP. The offeror shall acknowledge all amendments if there are any to the RFP, in accordance with the instructions on the SF 30. The same authorized official on the original SF 1449 in Block 30a shall sign any Solicitation Amendments to the original solicitation documents.
- (3) Pricing Schedule:

For Lot 1, Offeror may submit an offer on "all or some" of the Line Items in Lot 1; offerors who qualifies its offer as "all or none" shall be considered nonresponsive and may be rejected. Offeror providing pricing for Base Year must provide pricing for all option periods as well. The Government has the option of making multiple awards for Lot 1 in accordance with the

evaluation factors listed herein; it is anticipated that no more than 3 awards will be made for Lot 1.”

For Lot 2 a single award will be made to the offeror who is determined to be the best value to the government; therefore, offeror shall provide pricing for all line items within Lot 2; otherwise, the offer may be rejected. Offeror shall provide pricing for base year and all option periods.

(4) The Contracting Officer has determined there is a high probability of adequate price competition for this acquisition. Therefore, submission of cost or pricing data is not required. However, the Contracting Officer reserves the right to require such data if unable to determine the reasonableness of the proposed price or to resolve any apparent unbalanced pricing. Offers that are unrealistically high or low in price will be considered indicative of a lack of understanding of the complexity and risk associated with work performed under the resulting contract. Offers that contain unrealistic prices will not be considered for award.

Part II- PAST PERFORMANCE

(1) Submit information on contracts you consider most relevant in demonstrating your ability to perform the proposed effort. Each offeror shall submit a maximum of five (5) and a minimum of three (3) of the offerors most **recent** and **relevant** *Grounds maintenance/landscaping services* past performance information for government agencies and/or commercial customers within the last three (3) years on active or completed contracts. This part is limited to no more than three (3) pages per contract listed. The Government reserves the right to obtain and evaluate past performance information from many sources, including data from various automated data bases, but its main source of information are the references cited by each offeror. The Government will assess which of the offerors referenced contract efforts relate to this solicitation. Offerors shall provide the following information for **each** reference contract:

- a. Agency/Company name and contract/project title (include a point of contact for this offer)
- b. Contracting Agency (awarded the contract); including Federal, State, and local Government, and Commercial Firms)
- c. Contract Number
- d. A brief description of the Contract Effort (including how it is **RELEVANT** to this immediate acquisition)
- e. Contract Dollar Value – Aggregate contract value for all months/years.
- f. Type of Contract (Firm Fixed Price, Fixed Price Incentive, Indefinite Delivery Indefinite Quantity, Requirements, etc.)
- g. Period of Performance
- h. Name, address, FAX number and telephone number of the Contracting Officer/Company Representative (verified and up-to-date)
- i. Comments regarding compliance with contract terms and conditions
- j. Identify subcontracting or teaming efforts under current or previous relevant contracts. State whether you were the prime or a subcontractor. If a subcontractor, state percentages (%) of work performed by your company and describe the work performed
- k. Contracting Officers Representative’s name, address, telephone & Fax numbers. - **NOTE: Provide 2 points of contact for non-federal contracts.**
- m. Contract Issues. Summarize quality deficiencies recorded, contract discrepancy reports issued, cure notices, show cause letters, letters of concern, termination for default, or cause, disputes, and corrective actions taken for each contract referenced.

n. **Adverse/Unfavorable Past Performance.** For those efforts where the offeror is cognizant of unfavorable and/or marginal past performance ratings/reports previously assessed by customers or clients, but feel that significant progress has been made but not yet credited or formally documented, provide the program name, contract number, customer location and narrative explaining “fixes” made to date, or any other information regarding the unfavorable/marginal assessment. This narrative portion is limited to one (1) additional page beyond the three (3) pages per referenced contract. It is not presumed that the offerors performance has been perfect. Rather, the proposal should contain evidence of the offerors ability to isolate the root causes of problems and should describe programs or actions taken to resolve those causes. Demonstrated corrective actions (not just planned or promised), and the overall work record will be considered. Problems not addressed by the offeror, but found by the Government during the evaluation of past performance information in this volume, will be assumed to still exist.

(b) When reviewing Part II Past Performance Information the government will be looking to substantiate and evaluate the contractor’s performance as it pertains to the following sub factors:

- (1) **Quality of Service.** How well the offeror complied with contract requirements, submitted accurate reports, and conformed to the standards of good workmanship and if the end user was satisfied. Consideration will be given to any awards/letters of achievement.
- (2) **Business Relations.** How well the offeror worked with the contracting officer and technical representatives. How well did the offeror exhibit reasonable / cooperative behavior, flexibility, concern for the customers interests. How well did the offeror work with subcontractor and provide timely payment of subcontractors.
- (3) **Management.** How well did the contractor manage subcontractors, work crews, and work to be performed to ensure quality of service was realized and performance standards were met.

(c) In addition to the aforementioned sub factors the Government will look at the recency and relevancy of the offeror’s performance history for the past performance information submitted. Recency and relevancy are defined as follows:

RECENT. For a contract to be considered recent, the contract must be performed or completed within the last 3 years.

RELEVANT. A relevant contract would consist of commercial or government services for grounds maintenance/landscaping services of similar scope and magnitude as identified in the PWS and solicitation demonstrating at least one of the following requirements:

-Performed grounds maintenance/landscaping services for the acreage for which the offeror has submitted an offer; work must have been performed annually on a single contract “OR”

- Performed grounds maintenance/landscaping services for the acreage for which the offeror has submitted an offer; work must have been performed annually on multiple contracts executed simultaneously.

(d) **Quality and Satisfaction Rating for Contracts Completed in the Past Three Years:** Provide information currently available (letters, metrics, customer surveys, independent surveys, etc.) which demonstrates customer satisfaction with overall job performance, management and quality of completed product for same or similar type contracts within the same magnitude. In addition, offerors are encouraged to discuss/explain any negative performance issues and the corrective actions taken in the past.

(e) The evaluation of past performance information will take into account past performance information regarding key personnel with recent and relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition. For key personnel offerors shall provide the following information, as a minimum, to allow the government evaluators to conduct a past performance evaluation on those key personnel cited by the offeror.

- Name of Key Personnel
- Complete Address
- Telephone Number
- Brief Synopsis of *recent and relevant* experience
- If subcontracting, percentage of work to be subcontracted

Provide three (3) references for each key personnel to be utilized and include the following for each reference.

- Complete Address
- Point of Contact
- Telephone number
- Contract Number
- Contract Type
- Project Title
- Contract Period of Performance
- Brief Description of Work

(f) If a teaming arrangement is contemplated, provide complete information as to the arrangement, including any recent and relevant past performance information on previous teaming arrangements with the same partner. State percentage (%) and type of work to be performed by each company. If this is a first time joint effort, each party to the arrangement must provide a list of recent and relevant contracts.

(g) Past performance rating pertaining to a subcontractor cannot be disclosed to the prime offeror without the subcontractor's consent. Provide with the proposal a letter from all subcontractors that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor. The signed consent should be submitted as part of your Past Performance Information (Part II).

NOTE: Each offeror shall send out the Past Performance Questionnaires (PPQ) located at Attachment three (3) to a verified point of contact at each of those agencies or business organizations for completion. Prior to forwarding the questionnaire to each reference, the Offeror shall complete the section entitled Contractor Information. Once the Past Performance Questionnaires are completed by the offerors POCs, the information contained in the Questionnaires shall be considered source selection sensitive and not released to anyone outside of the government source selection evaluation team. However, offerors will be afforded an opportunity to clarify adverse past performance information in accordance with FAR 15.306

(a) Exchanges with offerors after receipt of proposals. When the POC has completed the PPQ he/she will submit the questionnaire **directly** to: Southern Region Contracting Center- East, Bldg 130, Installation Support Division, Fort McPherson, GA 30330 Attention: Geneva Emiliani

Performance questionnaires referred by the offeror and not received by the Contracting Officer will not be evaluated for award. Please ensure timely delivery of the past performance questionnaires.

Sample Letter

Dear (Contracting Officer)

We are currently participating as a (insert as appropriate subcontractor/teaming partner) with (insert prime contractor or name of entity providing proposal) in responding to the Department of the Army, Fort McPherson, GA request for proposal W911SE-07-R-0020 for the Grounds maintenance/landscaping services effort at Fort Campbell, Kentucky.

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the past performance assessment process, we are signing this consent form to allow you to discuss our past performance information with the prime contractor during the source selection process.

Signature and title of individual who has the authority to sign for and legally bind the company.

Company Name and address:

End of Sample Letter

Part III. TECHNICAL PROPOSAL.

Contractor shall provide a technical proposal consisting of the following:

- Plan of Action to include how resolution of concerns/complaints will be handled/resolved and management organizational chart
- List of equipment and equipment capabilities
- Proposed schedule to perform work
- Number and type of personnel to include tasks they will be performing

Note that the government has the right to incorporate the offeror's technical proposal into any resulting contract.

END OF ADDENDA TO FAR 52.212-1 Instructions to Offerors- Commercial Items Instructions to Offerors-Commercial Items (Jan 2005)

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

Note: In accordance with FAR 12.602(a), paragraph (a) is tailored for this acquisition.

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be **most advantageous** to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

- (1) Past Performance
- (2) Technical
- (3) Price

Past Performance and Technical are approximately equal; Past Performance and Technical combined are approximately equal to Price.

Past performance and relevant information will be evaluated utilizing information obtained from past performance furnished in the proposal, government contact with references provided, other customers known to the Government, consumer protection organizations, and others who may useful and relevant information.

Price will be evaluated using a combination of cost and price analysis techniques. In selecting the best-value proposal, the Government will consider the value of each proposal in terms of quality/technical capabilities offered for the price. The importance of price in the selection will increase as the quality/technical capability differences between proposals decreases. Pricing submitted will be evaluated but not scored.

Technical proposal will be evaluated based upon information submitted by offerors in accordance with information requested under "Proposal Preparation Instructions – Specific."

Information will also be considered regarding any partnerships/joint ventures, key personnel, and/or subcontracting arrangements who have provided letters of intent.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

ADDENDA TO 52.212-2 Evaluation-Commercial Items (Jan 1999)
THE FOLLOWING PARAGRAPHS HAVE BEEN ADDED:

(d) BASIS FOR AWARD

(1) This is a competitive "best value," trade-off source selection approach in which competing offerors' past performance and technical information combined will be evaluated on a basis as approximately equal to price considerations.

(2) By submission of its offer its offer, the offeror accedes to all solicitation requirements, including terms and conditions and representation and certifications. All such offers shall be treated equal except for their prices, past performance, and technical capabilities.

(3) The following documentation will be evaluated for completeness and compliance with the requirements of the solicitation. Failure of an offeror's proposal to meet ANY requirement of the solicitation may result in the entire proposal being eliminated from further competition:

1. Part II - Past Performance Information
2. Part III – Technical Proposal
3. A signed copy of the solicitation SF 1449
4. Completed pricing schedule
5. Acknowledgement of all solicitation/RFP amendments
6. Applicable fill-in FAR provisions completed

7. A completed copy Representations & Certifications in accordance with FAR 52.212-3

(4) For Lot 1 is Offeror may submit an offer on “all or some” of the Line Items in Lot 1; offerors who qualifies its offer as “all or none” shall be considered nonresponsive and may be rejected. Offeror providing pricing for Base Year must provide pricing for all option periods as well. The Government has the option of making multiple awards for Lot 1 in accordance with the evaluation factors listed herein; it is anticipated that no more than 3 awards will be made for Lot 1. Basis for this award(s) are Past Performance, Technical, and Price using the trade-off analysis.

For Lot 2 a single award will be made to the offeror who is determined to be the best value to the government; therefore, offeror shall provide pricing for all line items within Lot 2; otherwise, the offer may be rejected. Offeror shall provide pricing for base year and all option periods. Basis for this award(s) are Past Performance, Technical, and Price using the trade-off analysis.

(e) PRICE EVALUATION

(1) To preclude prejudice, pricing information will not be shared with the non-price evaluators. When conducting price analysis, the Government will consider not only the total price, including options, but also the prices for each contract line item number in the pricing schedule to ensure prices are not unbalanced. Initially offers shall be ranked according to price. Offerors proposed prices will be determined by multiplying the quantities identified in the pricing schedule by the proposed unit price for each (clin) to confirm the total amount for each separate item in the pricing schedule.

(2) It is expected that the competitive nature of this acquisition will drive price reasonableness and fairness; however the government reserves the right, if it deems appropriate, to make these determinations by means of one or more price analysis techniques as described in FAR 15.404-1 (b) (2) (i) – (vii).

(3) Unrealistically low prices may be considered as an offerors lack of understanding of the requirement, and unreasonably high prices may be grounds for eliminating a proposal from competition.

(f) PAST PERFORMANCE AND TECHNICAL EVALUATION

(1) The contracting officer shall seek past performance information on EACH offeror, based on (1) references provided by the offerors, (2) past performance questionnaires, and (3) data independently obtained from other Government and commercial sources. The purpose of the past performance evaluation is to allow the Government to assess the offeror’s ability to perform the effort described in the solicitation and performance work statement (PWS), based on the offerors demonstrated **recent** and **relevant** past performance.

NOTE: Offerors with **NO** past performance information may not be rated favorably or unfavorably and will be rated as **UNKNOWN**. This method will ensure that an offeror with NO past performance record is NOT afforded an advantage over offerors with successful past performance ratings **OR** a disadvantage with offerors who have Unsuccessful past performance ratings.

(2). Technical evaluation will be based upon information submitted by offerors in accordance with information requested under “Proposal Preparation Instructions – Specific.”

(3). In these cases, the source selection authority shall make an assessment of the price proposed, the past performance and technical evaluation ratings assigned and, based upon the requirements of the acquisition determine the best value for the Government.

(3) Past Performance and Technical evaluation adjectival ratings are illustrated in the chart below.

PROPOSAL EVALUATION RATINGS		
Rating	Past Performance Description	Technical Evaluation Description
EXCEPTIONAL	Performance met all contract requirements and exceeded many to the government's benefit. Contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective. Risk Level: Very Low	The technical proposal is Exceptional in all aspects; proposal exceeds the requirement; very good probability of success with overall low degree of risk in meeting the government's requirement.
VERY GOOD	Performance met all contract requirements and exceeded some to the government's benefit. Contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective. Risk Level: Low	The technical proposal possess High Quality in most aspects; the majority of the proposal exceeds the requirement; good probability of success with overall low to moderate degree of risk in meeting the government's requirement.
SATISFACTORY	Performance met contract requirements. Contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor appear or was satisfactory. Risk Level: Moderate	The technical proposal is Acceptable in all aspects; proposal meets the requirement; fair probability of success with overall moderate to high degree of risk in meeting the government's requirement.
MARGINAL	Performance did not meet some contractual requirements. Contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. Risk Level: High	The technical proposal cannot be determined acceptable because of omission or deficiencies which are capable of being corrected without a major rewrite or revision of the proposal.
UNSATISFACTORY	Performance did not meet most contractual requirements and recovery is not likely in a timely manner. Contractual performance was accomplished with serious problem(s) for which the contractor's corrective actions appear or were ineffective. Risk Level: Very High	The technical proposal contains major omission or deficiencies or an unacceptable high degree of risk in meeting the government's requirement; and these conditions cannot be corrected without a major rewrite or revision of the proposal.
UNKNOWN	Offerors with NO past performance information, or with respect to which past performance information is not available, "may not be rated favorably or unfavorably." The offeror has little/no relevant past performance upon which to base a meaningful performance risk prediction. Risk Level: Unknown	NA

ADJECTIVAL	DESCRIPTION
Low Risk	Little doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.
Moderated Risk	Some doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.
High Risk	Significant doubt exists, based on the Offeror's performance record, that the Offeror can perform the proposed effort.
Unknown Risk	Little or no relevant performance record identifiable; equates to an Unknown risk rating having no positive or negative evaluation significance.

(4) Offerors are cautioned to submit sufficient information and in the format specified in the FAR addenda to 52.212-1, Instructions to Offerors. Offerors will be given an opportunity to address adverse past performance information as stated in FAR 15.306 (a) (2). Recent referenced contracts will be examined to ensure that corrective measures have been implemented. The past performance evaluation will consider the number and severity of the problems, the appropriateness and/or effectiveness of any corrective actions taken (not just planned or promised) and the offerors **overall** performance record. Prompt corrective action in isolated instances may not outweigh overall negative trends.

(5) The Government intends to award a contract without conducting discussions with respective offerors. The Government, however, reserves the right to conduct discussions if deemed in its best interest. Communication conducted to resolve minor or clerical errors would not constitute discussions.

END OF ADDENDA TO 52.212-2 Evaluation-Commercial Items (Jan 1999)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (NOV 2006)

An offeror shall complete only paragraph (k) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (b) through (j) of this provision.

(a) Definitions. As used in this provision --

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Manufactured end product means any end product in Federal Supply Classes (FSC) 1000-9999, except--

(1) FSC 5510, Lumber and Related Basic Wood Materials;

(2) Federal Supply Group (FSG) 87, Agricultural Supplies;

(3) FSG 88, Live Animals;

(4) FSG 89, Food and Related Consumables;

(5) FSC 9410, Crude Grades of Plant Materials;

(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;

(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;

(8) FSC 9610, Ores;

(9) FSC 9620, Minerals, Natural and Synthetic; and

(10) FSC 9630, Additive Metal Materials.

Place of manufacture means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

___ TIN:-----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

- ☐ Sole proprietorship;
☐ Partnership;
☐ Corporate entity (not tax-exempt);
☐ Corporate entity (tax-exempt);
☐ Government entity (Federal, State, or local);
☐ Foreign government;
☐ International organization per 26 CFR 1.6049-4;
☐ Other-----

(5) Common parent.

- ☐ Offeror is not owned or controlled by a common parent;
☐ Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

- (1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.
- (2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.
- (3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.
- (4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

- (6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the designated industry groups (DIGs).) The offeror represents as part of its offer that it () is, () is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

___ 50 or fewer ___ \$1 million or less

___ 51 - 100 ___ \$1,000,001 - \$2 million

___ 101 - 250 ___ \$2,000,001 - \$3.5 million

___ 251 - 500 ___ \$3,500,001 - \$5 million

___ 501 - 750 ___ \$5,000,001 - \$10 million

___ 751 - 1,000 ___ \$10,000,001 - \$17 million

___ Over 1,000 ___ Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more

individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms ``component," ``domestic end product," ``end product," ``foreign end product," and ``United States" are defined in the clause of this solicitation entitled ``Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate*. (Applies only if the clause at FAR 52.225-3, Buy American Act-Free Trade Agreements-Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms Bahrainian end product, "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act."

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian or Moroccan end products) or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian or Moroccan End Products) or Israeli End Products:

Line Item No.

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products:

Line Item No.	Country of Origin
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<div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div></div><div></div></div>	<div><div></div><div></div></div>
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[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.
(2) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate I (Jan 2004)*. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian End Products:

Line Item No.
<div><div></div><div></div></div>
<div><div></div><div></div></div>
<div><div></div><div></div></div>

[List as necessary]

(3) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate II (Jan 2004)*. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.	Country of Origin
<div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div></div><div></div></div>	<div><div></div><div></div></div>

—	—
—	—

[List as necessary]

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No.	Country of Origin
—	—
—	—
—	—

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12689). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(3) () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
•	•
•	•
•	•

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

() (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly--

(1) () In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) () Outside the United States.

(k)(1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (k)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications--Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs ____

(Offeror to identify the applicable paragraphs at (b) through (j) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.)

(End of provision)

52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (FEB 2007)
is hereby incorporated by reference

ADDENDA TO FAR 52.212-4 – In accordance with FAR 12.302(b), paragraph (b) is tailored for this acquisition.

(a) 52.246-4 Inspection of Services-Fixed-Price.
Inspection of Services-Fixed-Price (Aug 1996)

(a) Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may-

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may-

(1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or

(2) Terminate the contract for default.

(End of clause)

(m) 52.249-8 Default (Fixed-Price Supply and Service).
Default (Fixed-Price Supply and Service) (Apr 1984)

(a)(1) The Government may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to-

(i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;

(ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or

(iii) Perform any of the other provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The Government's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Contracting Officer) after receipt of the notice from the Contracting Officer specifying the failure.

(b) If the Government terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Contracting Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the Government for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the Government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the Government may require the Contractor to transfer title and deliver to the Government, as directed by the Contracting Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Contracting Officer, the Contractor shall also protect and preserve property in its possession in which the Government has an interest.

(f) The Government shall pay contract price for completed supplies delivered and accepted. The Contractor and Contracting Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. The Government may withhold from these amounts any sum the Contracting Officer determines to be necessary to protect the Government against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Government.

(h) The rights and remedies of the Government in this clause are in addition to any other rights and remedies provided by law or under this contract.

(End of clause)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

☒ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (4) [Removed].

___ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (iii) Alternate II (MAR 2004) of 52.219-6.

___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

___ (iii) Alternate II (MAR 2004) of 52.219-7.

☒ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

___ (8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2006) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9

___ (iii) Alternate II (OCT 2001) of 52.219-9.

___ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (JUNE 2003) of 52.219-23.

___ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

- ☐ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).
- ☒ (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- ☒ (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126).
- ☒ (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- ☒ (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- ☒ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
- ☒ (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- ☒ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
- ☒ (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).
- ☐ (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
- ☐ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).
- ☐ (23) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- ☐ (24)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (NOV 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).
- ☐ (ii) Alternate I (JAN 2004) of 52.225-3.
- ☐ (iii) Alternate II (JAN 2004) of 52.225-3.
- ☐ (25) 52.225-5, Trade Agreements (NOV 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- ☒ (26) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).
- ☐ (27) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).
- ☐ (28) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).
- ☐ (29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ☐ (30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ☒ (31) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

____ (32) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

____ (33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

____ (34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

____ (35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

____ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

X (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed-Priced and Requirements contracts resulting from this solicitation.

(End of clause)

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from 09 August 2007 through 29 February 2008.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than For Lot 1 - 1 Acre and for Lot 2 \$100.00 , the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of For Lot 1 - 150 Acres and for Lot 2 \$100,000.00"

(2) Any order for a combination of items in excess of "same as above" ; or

(3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 29 February 2008.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 days of the end of performance period.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days of the end of the performance period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 year 6 months.

(End of clause)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

**ACA, Southern Region Contracting Center-East
ATTENTION: Ms. Janie P. Wright
1301 Anderson Way, SW, Building 130
Fort McPherson, GA 30330-1096**

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

252.212-7000 OFFEROR REPRESENTATIONS AND CERTIFICATIONS- COMMERCIAL ITEMS. (JUN 2005)

(a) Definitions.

As used in this clause-

(1) Foreign person means any person other than a United States person as defined in Section 16(2) of the Export Administration Act of 1979 (50 U.S.C. App. Sec. 2415).

(2) United States means the 50 States, the District of Columbia, outlying areas, and the outer Continental Shelf as defined in 43 U.S.C. 1331.

(3) United States person is defined in Section 16(2) of the Export Administration Act of 1979 and means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as determined under regulations of the President.

(b) Certification.

By submitting this offer, the Offeror, if a foreign person, company or entity, certifies that it -

(1) Does not comply with the Secondary Arab Boycott of Israel; and

(2) Is not taking or knowingly agreeing to take any action, with respect to the Secondary Boycott of Israel by Arab countries, which 50 U.S.C. App. Sec. 2407(a) prohibits a United States person from taking.

(c) Representation of Extent of Transportation by Sea. (This representation does not apply to solicitations for the direct purchase of ocean transportation services).

(1) The Offeror shall indicate by checking the appropriate blank in paragraph (c)(2) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.

(2) Representation.

The Offeror represents that it-

___ Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

___ Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(3) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea Clause. If the Offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense Federal Acquisition Regulation Supplement clause at 252.247-7024, Notification of Transportation of Supplies by Sea.

(End of clause)

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Exhibit 1 A2	TE #1 A2 - Bldg T39	1
Exhibit 1 A3	TE #1 A3 - Gate 4	1
Exhibit 1 A4	TE #1 A4 - Bldg 1501	1
Exhibit 2	TE #2 - SITE STABILIZATION SPECIFICATION	4
Exhibit 3	TE #3 - RESERVED	0
Exhibit 4	TE #4 - APPROVED PLANT LIST FOR LANDSCAPING	1
Exhibit 5	TE #5 - DEFINITION LIST/GLOSSARY OF TERMS	2
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Attachment 1	ATTACH #1 - PWS Grounds Maint/Land Services	1
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52.000-4029

ACCOUNTING FOR CONTRACT SERVICES

“The office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address [“https://contractor manpower.army.pentagon.mil”](https://contractor manpower.army.pentagon.mil). The required information includes:

(1) Contracting Office, Contracting Officer, Contracting Officer’s Technical Representative;

- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identify of contractor employee entering data;
- (5) Estimated direct labor hours (including sub-contractors)
- (6) Estimated direct labor dollars paid this reporting period (including sub-contractors);
- (7) Total payments (including sub-contractors);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);
- (9) Estimated data collection cost;
- (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purpose of reporting this information);
- (11) Location where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website);
- (12) Presence of deployment or contingency contract language: and
- (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement.

Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's system to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site."

5152.233-9000

Army Contracting Agency Executive Level Agency Protest Program (APR 2004)

(a) This solicitation is eligible for the HQ, Army Contracting Agency (ACA) Executive-Level Agency Protest (ELAP) program, as an alternative to the usual provisions applicable for Agency protests under FAR 33.103. An ELAP is a "PROTEST TO THE AGENCY," within the meaning of FAR 33.103. The ELAP Program is intended to encourage interested parties to seek resolution of their concerns within ACA, rather than filing a protest with the Government Accountability Office (GAO) or other external forum. After an interested party files an ELAP on an ACA procurement to HQ, ACA and while that protest is pending, the protester agrees not to file a protest with the GAO or other external forum. If a protest is filed with an external forum on the same solicitation as the ACA ELAP, the ACA, ELAP will be dismissed.

(b) An interested party may file a written protest to the Agency under the Executive-Level Agency Protest program for contract solicitations arising and performed within the continental United States. Such ELAPs are limited to objections to any of the following:

- (1) A solicitation or other request by an agency for offers for a contract for the procurement of property or services.
- (2) The cancellation of the solicitation or other request.
- (3) An award or proposed award of the contract.

(4) A termination or cancellation of an award of the contract, if the written objection contains an allegation that the termination or cancellation is based in whole or in part on improprieties concerning the award of the contract.

(c) *Voluntary Automatic Stay*. This clause describes the circumstances under which the ACA voluntarily agrees to stay performance of a contract in consideration of a decision by an interested party to file an Army Contracting Agency (ACA) Executive Level Agency Protest (ELAP), as permitted by FAR 33.103(f)(4).

(1) In a standard post-award agency protest, the agency must not proceed with contract performance, pending resolution of the protest. This is known as an “automatic stay” and it mirrors the stay required under a timely post-award protest to the Government Accountability Office (GAO) under 31 U.S. Code 3553(c) and FAR 33.104(c) (a “Competition in Contracting Act (CICA) Stay”). However, if the agency determines that performance must proceed, based upon the criteria set forth in FAR 33.103(f)(1), the automatic stay may be overridden. This is known as an automatic stay “override.”

(2) The CICA stay applies only if the GAO protest is filed within 10 days from notice of award, or within 5 days of a required debriefing. A firm may file an agency protest and, if it is dissatisfied with the agency’s protest decision, may wish to file a follow-on GAO protest. Under normal circumstances, a protester that goes to the GAO after receiving an adverse agency decision will find that the GAO may take jurisdiction and actually render a recommendation, but that the CICA Stay no longer applies.

(3) The ACA voluntarily agrees to stay performance of a contract when an interested party files a timely protest under the ELAP Program. Should the interested party disagree with the ACA’s resolution of an ELAP, it may utilize another protest forum without prejudice. The ELAP Voluntary Automatic Stay extends the protester’s right to preserve the status quo pending resolution of all protests with respect to a particular contract action. In return for the protester’s initially filing its protest as an ELAP instead of with the GAO, the contracting officer agrees that, if the protester ultimately disagrees with the ELAP decision and files a GAO protest, the agency will agree not to proceed with performance just as it would have done if the protester had filed its protest with the GAO right from the start. This means that in an ELAP, the agency may override the stay under the same standards and circumstances as would have applied if the protest had originally been filed with the GAO. Nothing in this clause adversely affects an interested party’s rights to protest a contract action to the GAO, or to seek other relief related to the action.

(d) An Executive-Level Agency protest may be filed with the Contracting Officer designated in paragraph (g) of this clause for resolution of protests, or, with the ACA Chief Counsel at HQ, ACA at, 5109 Leesburg Pike, Suite 302, Falls Church, VA 22041-3201.

(e) For the purpose of filing an ELAP, an interested party means an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of a contract or by the failure to award a contract. The ACA Chief Counsel is the ELAP Protest Decision Authority.

(f) An ELAP must include the protester’s name, address and telephone number, including fax number; the solicitation or contract number, identity of the contracting activity and the contracting officer’s name; a detailed statement of all legal and factual grounds for protest (mere disagreement with the decisions of contracting officers does not constitute grounds for protest), including copies of all relevant documents; a request for a ruling; and, a request for relief. All protests must be signed by an authorized representative of the protester and must state it is an ACA Executive-Level Agency Protest.

(g) Executive-Level Agency Protests, as defined in FAR 33.101, may be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

ACA, Southern Region Contracting Center – East
Attention: Office of the Director

1301 Anderson Way, SW
Building 130
Fort McPherson, GA 30330-1096

WIDE AREA WORK FLOW

WIDE AREA WORKFLOW RECEIPTS AND ACCEPTANCE (WAWF-RA)

Introduction

The Department of Defense (DoD) initiated WAWF-RA to eliminate paper transactions from the contracting process. The purpose of WAWF-RA is to enable vendors and government officials to electronically access and process the documentation needed to generate payment for goods and services. Once your computer is set-up, registration, and training are completed, invoices will be created and processed in WAWF-RA. WAWF-RA is mandated by DoD Federal Acquisition Regulation Supplement clause **252.232-7003** "Electronic Submission of Payment Requests", dated January 2004, which is incorporated hereunder. The following information will help you get started.

Setting Up Your Computer

To set up your computer go to <https://wawf.eb.mil> and select the hyperlink on the left-hand side of the page entitled "About WAWF-RA". An expanded list will appear. Select "Setting Up Your Machine". This page will list all computer, software, and security requirements. All necessary programs can be downloaded from this page. Your computer must be configured properly to use WAWF-RA. Once your computer is set up you may proceed to the registration process.

Registration

For help with the registration process go to <https://wawf.eb.mil> and select the hyperlink "Help with registration for access to WAWF-RA" in the center of your screen. On the next page go towards the bottom and select the hyperlink under the "Vendors" section. Be sure to list an Electronic Business Point of Contact in the Central Contractor Registry. This information must be current to process an invoice in WAWF-RA and can be updated by going to www.ccr.gov. Once you are ready to register go to <https://wawf.eb.mil> and select the hyperlink "Self Register to use WAWF-RA (New users)*" then follow the directions. Upon activation of your account, usually within 2 business days, you will receive notification via email. Prior to logging on to WAWF-RA, users are strongly encouraged to complete the computer-based training.

Training

Training can be accessed by going to <http://www.wawftraining.com/>. Be sure that your computer meets the minimum requirements listed on this page. Users must register prior to starting the training. This registration is separate from the registration process for the WAWF-RA system. Be aware that this computer-based training is made for all users of WAWF-RA, not just vendors, so be sure to focus on the vendor portion of the training. Once training is completed users may begin to use the system.

Invoice Processing

When creating an invoice be sure to select the "Invoice and Receiving Report Combo" document type, not the "Invoice" or "Invoice as 2 in 1 (Services Only)" type. Once the proper document type is selected you will be asked to indicate the location for inspection and acceptance. Both must be coded as "Destination".

Technical Exhibit 1 – Maps and / or Site Plans

Refer to website address: <https://doc.campbell.army.mil>

[Improved Grounds Map with 2004 Imagery \(large file\)](#)

[Improved Grounds Map without Imagery \(small file\)](#)

Landscaping Maps

Gander Memorial	TE # 1 - A1
Building T-39	TE # 1 - A2
Gate 4	TE# 1 - A3
Building 1501	TE# 4 - A4

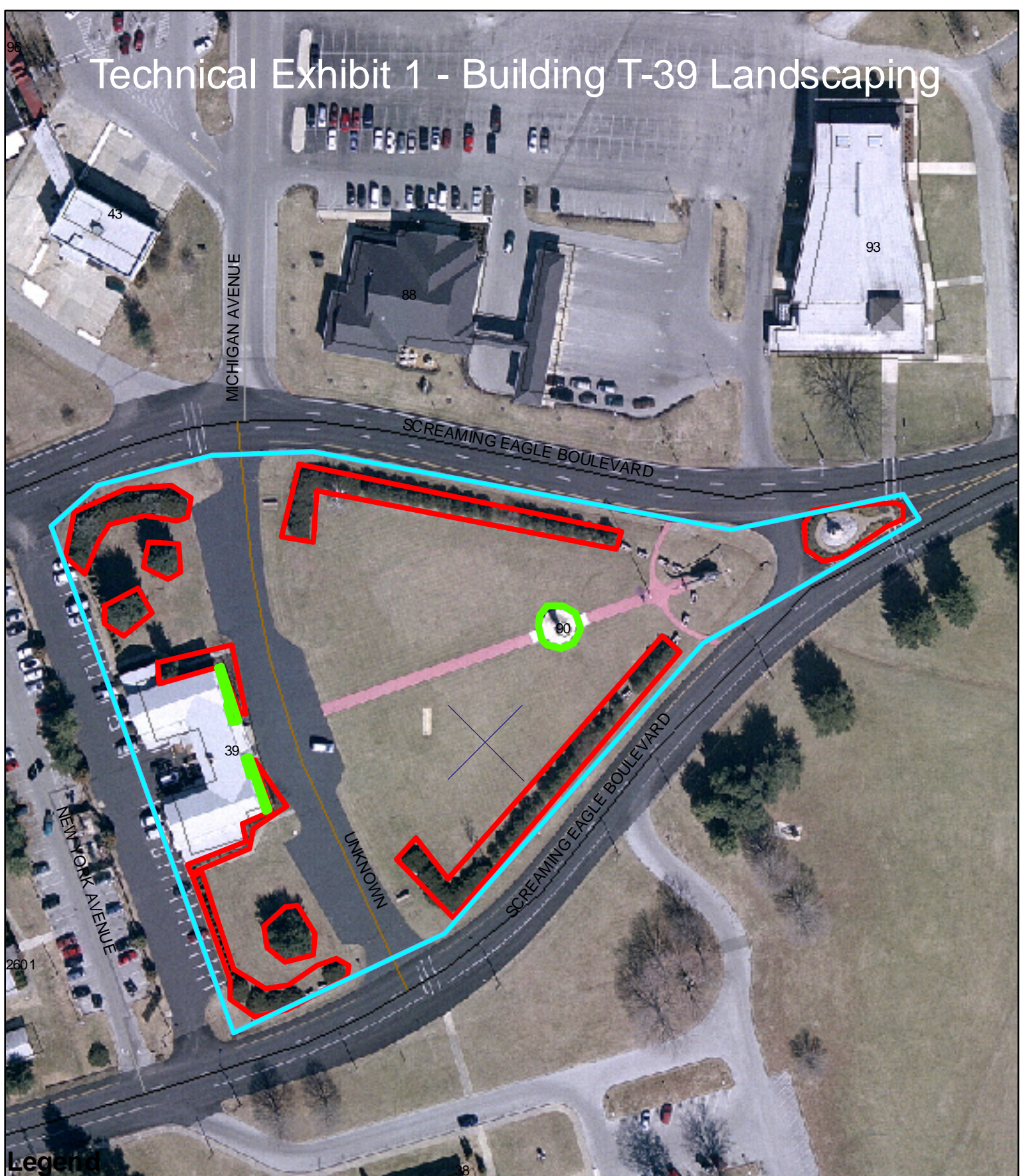
Technical Exhibit 1 - Gander Memorial Landscaping



Legend

- Flower Bed Management
- Shrub Maintenance
- Tree Maintenance
- Landscape Management

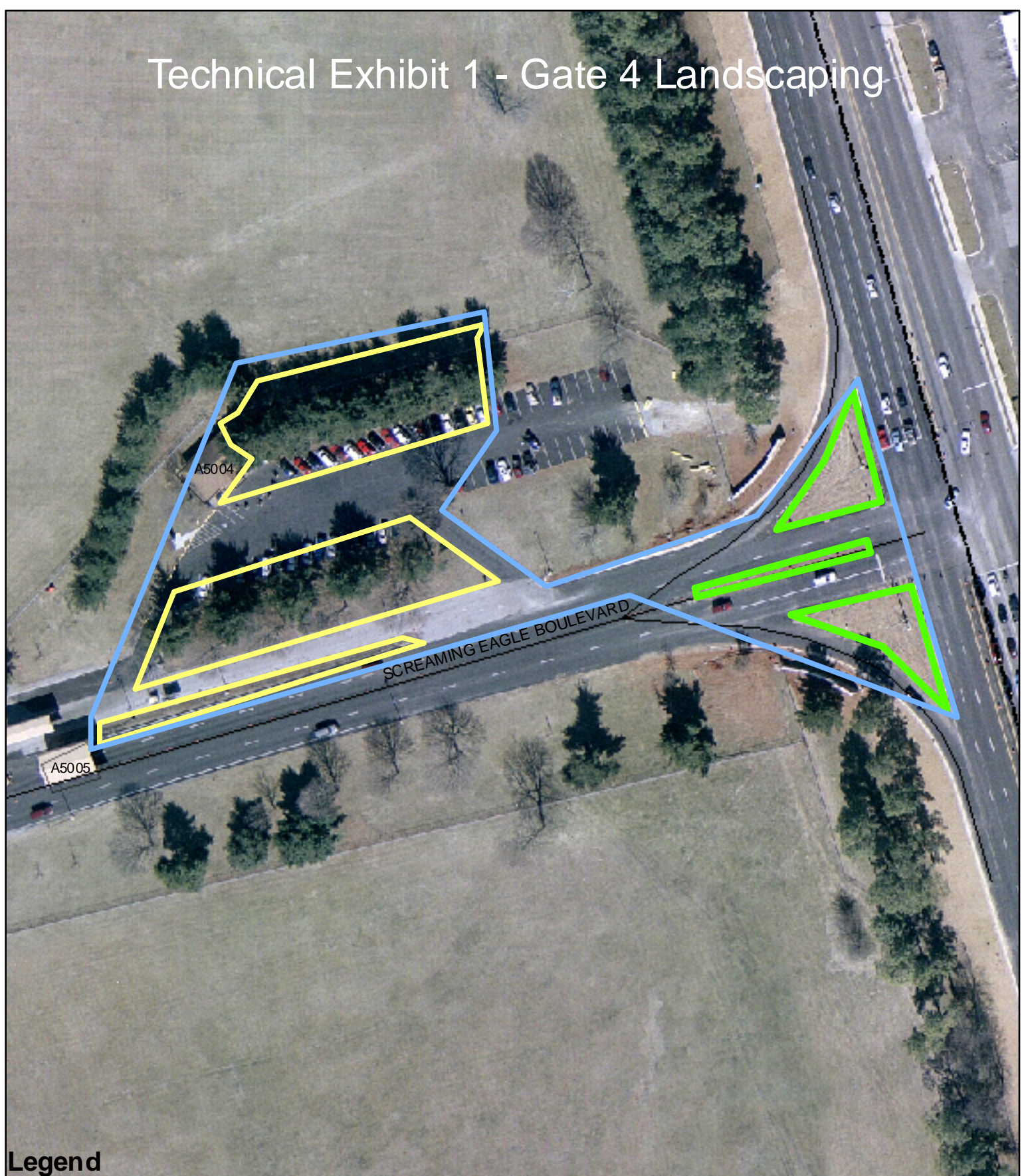
Technical Exhibit 1 - Building T-39 Landscaping







Legend

- Flower Bed Management
- Shrub Maintenance
- Tree Maintenance
- Landscape Management

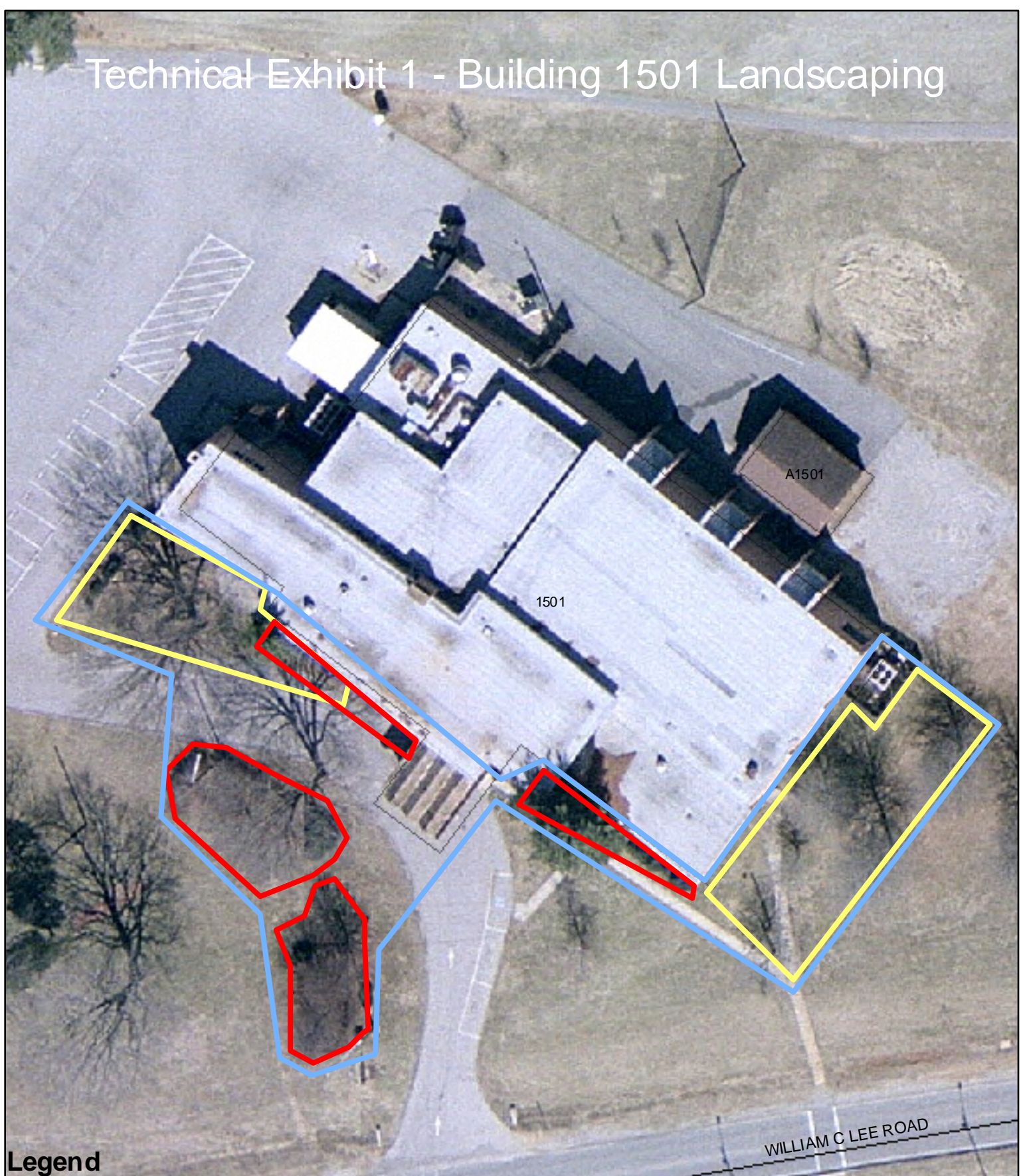
Technical Exhibit 1 - Gate 4 Landscaping







Legend

-  Flower Bed Management
-  Shrub Maintenance
-  Tree Maintenance
-  Landscape Management

Technical Exhibit 1 - Building 1501 Landscaping



Legend

-  Flower Bed Management
-  Shrub Maintenance
-  Tree Maintenance
-  Landscape Management

Technical Exhibit 2 - Site Stabilization Specification

1.1 Soil Preparation: Prepare the soil by mowing, tilling, scarifying, smoothing, and/or a combination of these to ensure the best possible ground condition to promote the acceptance of seed, sod, or turf mats. Loosen sub-grade areas to a minimum depth of 3 inches in bare and compacted areas and a minimum depth of 2 inches in existing grass areas. The contractor shall remove stones over 1 inch in any dimension as well as sticks, roots, rubbish, and other matter. The contractor shall hand rake and blend into adjacent areas and flush with concrete curbs, walks, etc. The contractor shall aerate, fill low spots, remove bumps, and generally grade to provide drainage of surface water.

1.2 Plant Selection

1.2.1 Refer to *Table 1.1, 1.2, and 1.3* for grass mixtures.

1.2.2 *English Rye Grass Seed* is the only approved Rye Grass seed that can be used.

1.3 Stabilization in Steep Sloped Conditions: Areas which have slopes of 3:1 or greater will have either sod installed or erosion control matting will be used.

1.3.1 Sod: On slopes greater than 3: 1 sod should be anchored with pins or other approved methods. Installed sod should be rolled or tamped to provide good contact between sod and soil. Irrigate sod and the top 4" of soil immediately after installation. Sod should not be cut or placed in extremely wet or dry weather. Irrigation shall be used to supplement rainfall for a minimum of 2 -3 weeks.

1.3.2 Erosion Control Blanket/Matting: Matting and blankets can be applied to steep slopes where erosion hazards are high and conventional seeding is likely to be too slow in providing adequate protective cover. Concentrated flow areas, and all slopes steeper than 2 ½ :1, with a height of ten feet or greater, and cuts and fills within stream buffers, should be stabilized with the appropriate erosion control matting or blanket. Maintenance of the final cover must be considered when choosing blankets versus matting. As a minimum a single weave straw mesh geo-textile material should be used based on slope and storm water flow rate. Staples should be used to anchor permanent matting. Follow manufacturer's recommendations for stapling or staking pattern and frequency.

1.4 Seeding: Installing seed method shall be Broadcast seeding or hydro-seeding. Seeding procedure shall ensure even coverage. Seeding mixtures and application rates vary depending if the site is within the main cantonment area or in the rear training area. Seeding mixture and application rates can be found in the following tables:

**Main Cantonment Area
Permanent Cover Seeding Mixtures & Application Rates**

Seeding Dates	Grass Seed	%	Application Rate	Fertilizer
February 1 to July 1	Kentucky 31 Fescue	80%	16 lbs/acre	Fertilizer Based on Soil Test Results Or 15-15-15 Fertilizer applied at a rate suggested by the manufacturer for the specified seed type
	Korean Lespedeza	15%	5 lbs/acre	
	English Rye	5%	1 lb/acre	
June 1 to August 15	Kentucky 31 Fescue	55%	11 lbs/acre	
	English Rye	20%	2 lbs/acre	
	Korean Lespedeza	15%	5 lbs/acre	
	German Millet	10%	4 lbs/acre	
April 15 to August 15	Bermuda Grass (hulled)	70%	28 lbs/acre	
	Annual Lespedeza	30%	9 lbs/acre	
August 1 to December 1	Kentucky 31 Fescue	70%	14 lbs/acre	
	English Rye	20%	2 lbs/acre	
	White Clover	10%	1 lb/acre	
February 1 to December 1	Kentucky 31 Fescue	70%	14 lbs/acre	
	Crown Vetch	25%	4 lbs/acre	
	English Rye	5%	1 lb/acre	

Table 1.1

1.4.1 Rear Training Area Seeding Requirements:

1.4.1.1 Non-native perennial grasses and plants on the noxious weed list will not be used. Fescue will be used only on road shoulders where a non-wildlife friendly species is desirable to reduce the risk of vehicle/wildlife collisions.

1.4.1.2 Areas less than 10 acres and larger areas not heavily disturbed should be re-vegetated using annual plants to hold the soil and allow the area to re-vegetate naturally. The advantages of these plants include quick germination, non-persistence, wildlife benefits and good soil holding capabilities. The preferred seed mixtures for less than 10 acres can be found in Table 1.2.

1.4.1.3 Large areas, greater than 10 acres or areas that require special attention will be seeded with native grasses. Native grass species found on Fort Campbell are little bluestem, Indian grass, big bluestem, Eastern gamma grass and switch grass. The native grass seed must be certified as originating from plants native to the Big Barrens region of Kentucky, Tennessee, Missouri or Arkansas. Seed collected from a Ft Campbell genotype is preferred. The use of any other seed must be approved by Directorate of Public Works, Environmental Division, Conservation Branch. Establishing native grasses can be difficult, contact the fisheries and wildlife program biologists for technical assistance at 798-9855. Native grass mixtures can be found in Table 1.3.

Rear Training Area < 10 Acres of Disturbance
Permanent Cover Seeding Mixtures & Application Rates

September-March	Oats	60 lbs/acre	Fertilizer: per soil test or 300 lbs/acre of 15-15-15 fert.
	Wheat	60 lbs/acre	
	Annual Rye	60 lbs/acre	
	<i>Mix with a legume below:</i>		
	Reseeding Cowpeas	20 lbs/acre	Fertilizer in the mix
	Red Clover	10 lbs/acre	Fertilizer in the mix
	Buckwheat	25 lbs/acre	Fertilizer in the mix
	Button Clover	10 lbs/acre	Fertilizer in the mix
	Crimson Clover	10 lbs/acre	Fertilizer in the mix
April - August	<i>Choose a Millet or Milo:</i>		
	Pearl Millet	10 lbs/acre	Fertilizer: per soil test or 300 lbs/acre of 15-15-15 fertilizer
	German Foxtail Millet	20 lbs/acre	
	Browntop Millet	25 lbs/acre	
	Japanese Millet	20 lbs/acre	
	Proso Millet	20 lbs/acre	
	Milo (grain Sorghum)	15 lbs/acre	
	<i>Mix with a legume below:</i>		
	Reseeding Cowpeas	20 lbs/acre	Fertilizer in the mix
	Red Clover	10 lbs/acre	Fertilizer in the mix
	Buckwheat	25 lbs/acre	Fertilizer in the mix
	Button Clover	10 lbs/acre	Fertilizer in the mix
	Crimson Clover	10 lbs/acre	Fertilizer in the mix

Table 1.2

Rear Training Area > 10 Acres of Disturbance
Permanent Cover Seeding Mixtures & Application Rates

Little Bluestem	5-7 lbs pure live seed (pls)/acre	NO FERTILIZER REQUIRED
Big Bluestem	5-7 lbs pure live seed (pls)/acre	
Indian Grass	7 lbs pure live seed (pls)/acre	
Easter gamagrass	7 lbs pure live seed (pls)/acre	
Switchgrass	5-7 lbs pure live seed (pls)/acre	

Table 1.3

1.4.2 Watering shall be started immediately after completing the seeding of an area. Water shall be applied to supplement rainfall at a rate sufficient to ensure moist soil conditions to a minimum 1 inch depth. Runoff and puddling shall be prevented. Watering trucks shall not be driven over turf areas, unless otherwise directed. Watering of other adjacent areas or plant material shall be prevented.

1.5 **Mulch:** Mulch is required for all permanent vegetation applications. Mulch that is applied to seeded areas shall achieve 75% soil cover. Select the mulching material from the following and apply as indicated:

1.5.1 When using permanent erosion control blankets or block sod, mulch is not required.

1.5.2 Dry straw or hay of good quality shall be used which is free of weed seeds. Dry straw will be applied at the rate of 2 tons per acre. Dry hay will be applied at a rate of 2.5 tons per acre.

1.5.3 Straw or hay mulch will be spread uniformly immediately after seeding and/or planting. The mulch may be spread by blower type spreading equipment, other spreading equipment or by hand.

1.5.4 Wood cellulose mulch or wood pulp fiber shall be used with hydraulic seeding. It shall be installed at the rate of 500 pounds per acre. Dry straw or hay shall be applied after hydraulic seeding.

1.5.5 One thousand pounds per acre of wood cellulose or wood pulp fiber, which includes a tackifier to adhere the seed mixture, shall be used with hydraulic seeding on slopes $\frac{3}{4}$: 1 or greater

Technical Exhibit 3 – RESERVED

Technical Exhibit 4 – Approved Plant List For Landscaping

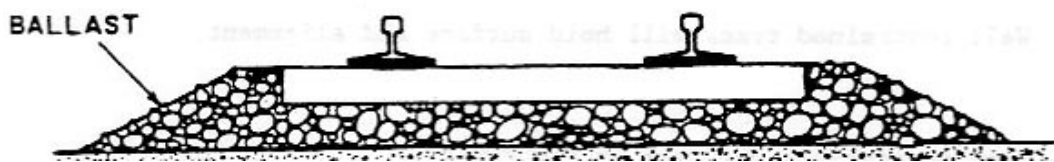
Name	Common Name	Planting	Type	Comments
Landscape Management				
Begoniaceae	Begonia	Landscape	Per	Hot/Dry Season
	Dianthus	Landscape	Annual	
	Lobelia	Beds	Annual	
	Vinca	Landscape	Per	
	Alyssum	Landscape	Per	
	Marigolds	Beds	Annual	
	Pansy	Beds	Annual	
	Portulaca	Landscape	Annual	
	Verbena	Landscape	Per	
	Sweet Potato Vine	Landscape	Per	
	Hostas	Landscape	Per	
	Shasta Daisy	Landscape	Per	
	Coreopsis	Landscape	Per	
	Chysanthemum	Landscape	Per	
	Geranium	Beds	Per	
	Day Lilly	Landscape	Per	
	Heuchera	Landscape	Per	
	Purple Cone Flower	Beds	Annual	
	Salvia	Landscape	Per	
	Peonies	Landscape	Per	
	Mums	Landscape	Per	
Trees				
Cornus, Florida	Kentucky Coffee Tree			
	Flowering Dogwood			
	Red Bud			
Shrubs				
	Azalea			
	Hydrangea			
	Burning Bush Dwarf			
	Butterfly Bush			
	Barberry			
	Rose of Sharon			

Technical Exhibit 5 – Definition List / Glossary of Terms

Vegetation. Vegetation is considered all plant life within an area. Vegetation is considered any grass, weed, foliage, sapling, or small tree. The term vegetation is not limited to open pasture areas, but also includes the above said items that are within parking areas, gravel areas, asphalt areas, concrete areas, sidewalks, railroad ballast, areas surrounding buildings, or any area which is not physically attached to a building or structure.

Hardstand. Hardstand is considered a hard-surfaced area for parking aircraft or ground vehicles. Hardstand includes all areas which are covered by a permeable or semi-permeable surface such as asphalt, any type of gravel to include ballast, concrete, and compacted earth material.

Railroad Ballast Area. Ballast area is considered any area within the rail and directly adjacent to the rail and tie as shown below. Contractor is responsible for all mowing and trimming directly to the edge of these ballast areas.



Contracting Officer. A person duly appointed with the authority to enter into, administer and/or terminate contracts and make related determinations and findings on behalf of the Government.

Contracting Officer's Representative (COR). An individual designated by the Contracting Officer to act as his representative to assist in administering a contract. The source and authority for a COR is the Contracting Officer, and limitations of a COR are contained in the written letter of designation.

Contract Discrepancy Report (CDR). A formal method documenting unsatisfactory Contractor performance.

Defective Service. A service output that does not meet the standard of performance specified in the contract for that service.

Performance Requirements Summary (PRS). A listing of the service outputs under the contract that are to be evaluated by the QAE on a regular basis, the surveillance methods to be used for these outputs, and the standard of the listed outputs.

Quality Assurance. A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For purposes of this contract, quality assurance refers to actions by the Government.

Quality Assurance Evaluator (QAE). A functionally qualified Government Employee who performs quality assurance functions for a contracted service.

Quality Control. Those actions taken by a Contractor to control the production of output to ensure that they conform to the contract requirements.

Technical Exhibit 6 – Site Specific Spill Contingency Plan

FORT CAMPBELL ENVIRONMENTAL HANDBOOK 7 December 2004
Guidance and Instruction - SITE SPECIFIC SPILL CONTINGENCY PLAN
(TAB 17)

1. Purpose and Scope:

To provide guidance and instruction for the development, implementation and review of Site Specific Spill Contingency Planning and Spill Awareness Training.

2. Definitions: None

3. General:

a. Site Specific Spill Contingency Planning is required for each area or facility that stores or utilized hazardous materials, including petroleum, oils, and lubricants (POL). A Spill Prevention, Response, and Notification Procedure (SPRNP) sign is also required to be placed in these locations. DPW Environmental Division provides this sign. Each unit will review its planning annually and ensure people are trained in prevention, response, notification, and disposal procedures. The EQO will ensure each area/location of his/her responsibility has complied with the requirements for spill planning and training.

b. General office and office cleaning supplies are excluded from this spill planning requirement. Refer to Chapter 9 of the Environmental Handbook, Hazardous Communication Training Program, for handling instructions for these items. A SPRPN sign may be placed in these areas at unit/organization discretion.

4. Responsibilities:

The EQO will ensure that Spill Planning/Awareness Training is made available to all employees and emergency response teams.

5. Instruction:

The planning/training guide will include the following information: A fill in the blank form is provided to use for this information.

- a. Name and phone number of the Responsible Persons at the unit;
- b. Special precautionary measures for hazardous materials;
- c. Probable spill route;
- d. A list of spill response material/equipment on hand;
- e. A list of each hazardous material and quantity normally on hand. Include the size of the containers and Location of MSDS sheets. Refer to Chapter 9 of this Handbook for more information on MSDS sheets.
- f. A building and associated area sketch, indicating location of hazardous materials, spill response material/equipment, and evacuation routes as required.
- g. Field Training Exercise Spill Planning. Although not required, an FTX Spill Plan can be added to your unit's site specific plan or it can be a separate plan. However, unit personnel that deploy to the field must be briefed on field spill planning for the FTX by the Responsible Person or designee.
- h. Procedures, type of terrain expected, materials that could spill, spill equipment available and its location should be included in the briefing.
- i. Spill Response and Notification Procedures.
- j. Spill response equipment is a critical component of an effective response to an unexpected release of hazardous materials. Making an inventory of potential places where releases may occur, and having appropriate and sufficient spill response equipment to deal with those potential releases is required for each unit. Maintaining a list of personnel to call in case of an emergency is of utmost importance in contingency planning.

6. Additional Guidance:

a. It is recommended to use the Site Specific Spill Contingency Plan "fill-in the blanks form", which follows in this Chapter, to complete your planning/training awareness guide. This form is provided to help you make spill planning less time consuming. Regardless of format the plan will not deviate from the requirements of Chapter 17. Additional information should be added to your planning/training guide as

required. Submittal of this plan to DWP Environmental Division is not required. Your spill planning/training documents will be kept by the unit/organization and made available to regulatory agencies upon request.

b. For additional guidance, information, or answers to your questions, contact Mr. Wayne Lee, Environmental Division, at 798-9641 or 798-3105.

c. For future reference, place this document behind *Tab Number 17* in your Fort Campbell Environmental Handbook

STATEMENT OF WORK FOR GROUNDS MAINTENANCE/LANDSCAPING SERVICES

1. DESCRIPTION OF SERVICES. The contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that Grounds Maintenance/Landscaping Services is performed at Fort Campbell, Ky., in a manner that will maintain healthy grass, and present a clean, neat, and professional appearance. Grass mowing activities will typically occur during a **nine month** mowing period, (**February through November**); however, for the purpose of this requirement, a **three -** month mowing season (09 August 2007 through 08 November 2007) has been established for the base year. It is the responsibility of the contractor to maintain grass at the heights indicated in the bid schedule. For option years, contractor mowing shall begin in **February** with all areas to be in standards by **15 March**. Nevertheless, the contractor shall be required to maintain grass at the heights indicated and payment will be made on a monthly basis. Any additional work will be issued to the contractor on a delivery order as deemed appropriate by the COR.

1.1. MAINTAIN IMPROVED GROUNDS. Improved grounds total includes 5,219 acres of which 4,875 acres are grass. Maintenance of improved grounds consists of mowing, edging, trimming, removing debris, and repairing Contractor damaged areas. All aspects of ground maintenance shall be accomplished simultaneously. Improved Grounds are to be maintained to a performance based standard IAW paragraph 1.1.2.

1.1.1. Mowing Improved Grounds. Grass shall be mowed as indicated below and in Technical Exhibit 1, Grass Mowing Contract Performance Areas Map. Unless otherwise directed, the Contractor shall maintain the growth of grass height on improved grounds between 1 to 14 inches depending upon the level of cut indicated herein. The height is a guideline for a neat and professional appearance. All improved grounds shall look well manicured at all times. The maximum height listed for each level shall not be exceeded at any time.

- Level I: Approximately 311 acres of which 275 acres is grass to be maintained between 1 1/2" to 3" Child Care Facilities, Building 3069 and 3071 (To be mowed on Saturday's only)
High Visibility Areas as indicated
41A US Boundary

- Level II: Approximately 2,140 acres of which 1,889 acres is grass to be maintained between 2" and 5" Inside Fort Campbell's Cantonment Area

- Level III and IIIA: Approximately 2,459 acres of which 1,552 acres is grass to be maintained between 2" and 5". 850 acres shall be maintained at the 7 to 14" height.
Airfields.
(Designated areas of grass on the airfields may be required to be maintained between 7" and 14" to meet Bird Aircraft Strike Hazard standards. An area 3' in diameter shall be maintained around all taxiway lighting at all times and in this diameter grass shall be maintained at 1 1/2".)

- Level V: Approximately 280 acres, shall be maintained between 6" and 12" Closed Landfills

- Landfill Minor Maintenance: Minor Maintenance includes over-seeding, fertilizing, and liming of the sites for enhancement of the existing grass cover over the landfills. Please refer to Technical Exhibit 2 (Site Stabilization Specification for Landfill Maintenance) for specifications for seeding, fertilization, liming, and mulching of the restored landfill areas.

- 29 Acres, shall be maintained between 1" and 1 1/2" Parade Grounds

(To be mowed on a twice a week schedule, Mondays and Thursdays, unless otherwise directed. COR may reschedule a mowing with two (2) working days advance notice to the contractor due to usage requirements.)

- Special Events Mowing (Level I, II, III, IV or V) to be mowed as requested by the Government.

1.1.2. Performance Based Vegetation Maintenance. All improved grounds within the outlined areas detailed in Technical Exhibit 1 (Mapping) are to be maintained according to a performance based system. All grassed areas are to be mowed in accordance with the corresponding Level which is assigned to the designated area. In addition, the following scenarios are to be maintained within these footprints and are considered improved grounds which are to be maintained: (Please refer to Technical Exhibit 3 for picture examples of the below stated scenarios). *All mowing, trimming, edging, use of herbicides, and any such scenarios found below are to be maintained in a manner that shall not cause any type of erosion control problems in which earthen material is exposed and has the possibility of erosion leaving the site.*

Herbicide Application: When herbicides are used, Contractor shall knock down the dead vegetation following execution of the herbicide application.

1.1.2.1 Vegetation growing within parking areas, motorpool areas, gravel areas, asphalt areas, concrete areas, sidewalks, other hardstand areas, or any impermeable to semi-permeable surface are considered improved grounds. Vegetation within these areas shall be completely removed. The contractor may, with proper certification, use herbicides, mechanical means, or a combination of both to accomplish this task.

1.1.2.2 Vegetation which lies on the perimeter of a hardstand surface such as a parking area. Vegetation in these perimeter areas shall be cut in accordance with the corresponding level of service for that area. In such an event that the contractor is unable to mow or trim in perimeter areas because of vehicle overhang or any other object which prevents the contractor from mowing, the contractor shall return to that area during an alternate time schedule to ensure the missed area is maintained as soon as possible. These areas may need to be maintained after regular business hours or on weekends to ensure completion in a timely manner.

1.1.2.3 Areas adjacent to the Railroad track, to include rail and ballast areas, are to be trimmed and mowed directly to the edge of the railroad ballast in accordance with the corresponding level of service required for that area. Contractor is not responsible for vegetation maintenance directly within the ballast area. However, contractor shall trim directly up to the ballast gravel.

1.1.2.4 Areas adjacent to construction areas shall be maintained in accordance with the corresponding level or service for that area. When a clear construction area boundary is not evident, such as a silt fence, the boundary for mowing shall be COR directed.

1.1.2.5 Vegetation shall be trimmed around man made objects. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing. This task involves all improved grounds as shown in Technical Exhibit 1. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish trimming. The contractor shall use CAUTION when mowing in the vicinity of the marker stones as they are brittle from age.

1.1.2.6 Vegetation shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles within the cantonment area. Trimming height shall match surrounding area grass heights. This task involves all improved grounds as shown in Technical Exhibit 1. All areas shall be trimmed concurrent with mowing. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish trimming.

1.1.2.7 Edging shall take place on concrete, asphalt, gravel, sand pits, and any other hardstand edges. Contractor shall edge sidewalks, driveways, roads, curbs, and other concrete hardstand edges located in the improved grounds areas. Edging shall include removal of vegetation from cracks in sidewalks, driveways, roads, parking lots, and curbs within 0.5 inch of the edged surface and to a depth of 2.0 inches. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish edging.

1.1.2.8 Vegetation shall be maintained in areas between two or more adjacent railroad tracks that is not directly in the railroad ballast area. This scenario is common in the turnout sections and railroad sidings along Wickham Ave. Contractor shall mow and trim any vegetation that is not directly in the immediate ballast area.

1.1.2.9 Vegetation growing in training and recreational areas which are composed of sand pits are considered improved grounds are to be maintained. Vegetation shall be removed from within these sand pits with the perimeter edges being trimmed IAW par. 1.1.2.7. All areas shall be maintained concurrent with mowing in that area. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish vegetation removal.

1.1.2.10 Vegetation growing within rip rap stone areas is to be removed. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish removal of vegetation within areas that contain rip rap stone. The perimeter of these rip rap areas are to be trimmed IAW par. 1.1.2.6. Herbicide usage on the outside perimeter edge of rip rap areas will not be allowed due to erosion problems.

1.1.2.11 Vegetation shall be trimmed around and under buildings within the cantonment area. Trimming height shall match surrounding area grass heights. This task involves all improved grounds as shown in Technical Exhibit 1. All areas shall be trimmed concurrent with mowing. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish trimming.

1.1.2.12 Vegetation shall be trimmed within and around fenced in mechanical areas for HVAC equipment, valves, and similar items. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish trimming.

1.1.3. Remove Debris. The contractor shall remove and dispose all debris within the improved grounds footprint prior to each mowing. Debris removal is included in all levels of service for improved and unimproved ground and is the contractor's responsibility prior to mowing each area. Debris may consist of all natural debris (tree limbs, dry brush, dead animals, etc.) and man-made debris (paper, bottles, cans, rags, etc.) prior to each mowing. Dispose of collected debris shall be at an on-post location in accordance with existing post, state, and federal regulations. Contractor is not responsible for large storm debris items which require more than one man to re-locate. Dead animals shall be taken to Convenience Center #1 for disposal in a Government provided container. Advance coordination should be given to the COR so the Convenience Center can be notified of the incoming delivery. The Convenience Center is open from 6AM to 5PM, Monday through Saturday. Debris other than dead animals shall also be taken to Convenience Center #1 for segregation by the Grounds Maintenance/Landscaping Services Contractor into the containers designated by the Convenience Center Operator.

1.1.4. Excessive Debris Removal Services. This line item is an optional item to be funded as needed. This line item includes removal of items which are in excess of items in paragraph 1.1.3 and are not the contractor's responsibility under normal mowing conditions. Excessive debris removal items include: Large quantities of litter and storm debris which requires more than one man to move. Storm debris shall include all tree limbs not attached to the trees. Broken limbs still attached to trees shall be removed by another contract and not be a requirement within this contract.

1.1.5. Grass Clippings and Leaves Removal Service: Provide removal service for grass clippings and leaves. This line item is an optional item to be funded as needed. Removal shall include bagging of the grass clippings and / or leaves and removal from site.

1.1.6. Repair Damaged Areas. Areas damaged by contractor's vehicles, or any action in the contractor's work process shall be (repaired) seeded, sprigged, or re-sod to meet the standards of surrounding areas. Repair or replacement shall occur within 15 days of noticed damage.

1.1.7. Turf Repair. This line item is an optional item to be funded as needed. It is the responsibility of the contractor to prep the damaged ground to government satisfaction before applying seed. This could consist of mowing, tilling, scarifying, smoothing and or a combination of these to ensure the best possible ground condition to promote the acceptance of seed. General Fort Campbell guidelines state to loosen subgrade areas to a minimum depth of 3 inches in bare and compacted areas and a minimum depth of 2 inches in existing grass areas. The contractor shall remove stones over 1 inch in any dimension and sticks, roots, rubbish and other matter. The contractor shall hand rake and blend into adjacent areas and flush with concrete curbs, walks, etc. The contractor shall aerate, fill low spots, remove bumps, and generally grade to provide drainage of surface water. Contractor shall seed, fertilize, and mulch IAW Technical Exhibit 2.

1.1.8. Herbicide Application. All herbicides must be approved by the installation Pest Management Coordinator. Submittals are required monthly of all applications. Typical applications shall use a glyphosate product with a pre-emergent to reduce retreatment. Hardstand areas consist mainly of large gravel areas (i.e. graveled motor pool areas, etc.). This line item is for areas which are not covered under

the standard grass mowing areas. The boundary fence lines are to be included in these areas. This item would be based on a unit price per acre. The Gov. would award a certain # of acres and the location. The contractor is required to clean-up the area prior to treatment. Clean-up refers to policing of trash and/or any non-native items that are not mission related and can be picked up by hand. If there are vehicles, equipment, or other non-movable items that cannot be relocated by the government, the contractor will be required to treat around and/or underneath these items by hand. All spray equipment must be removed from the installation nightly. No storage of herbicides is allowed on Fort Campbell. Contractor shall follow manufactures recommendation for application rate.

1.1.9. Periodic Lawn Treatment Services. Treatment includes cyclic services to maintain and improve established turf areas. Line item will be utilized on an as needed basis with the following specifications: Aeration, Fertilizing (see Technical Specification 2 for fertilizer specifications), Overseeding (see Technical Specification 2), Sodding, Weed Control (Contractor may, with the proper certification, use a liquid weed and feed substance), Dethatching, Scarification (moss removal).

1.2. MAINTAIN UNIMPROVED GROUNDS. Unimproved grounds consist of 108 cemeteries and 829 acres of back area road shoulders. Maintenance of unimproved grounds consists of mowing, trimming, removing debris, and repairing Contractor damaged areas. All aspects of ground maintenance shall be accomplished simultaneously.

1.2.1. Mowing Unimproved Grounds. Grounds shall be mowed as indicated below and in Technical Exhibit 1, Cemetery Locations on Fort Campbell and Grounds Maintenance/Landscaping Services Back Area Roads Maps.

- Cemeteries (see 1.2.2)

•Level IV: 829 acres, shall be maintained between 5" to 7"
Back Area Road Shoulders

1.2.2. Cemeteries. 119 Cemeteries shall be maintained at a height of 2" to 5" within fence / gravel area and maintained at 5" to 10" outside fence / gravel area to the roadway. The area to be maintained to 5"-10" outside the fence/gravel area shall extend 20 feet beyond the fence/gravel perimeter. In addition, any parking areas are to be maintained at 5"-10" as well. Contractor shall provide a mowed walking path from the said parking areas to the cemetery. Contractor shall notify the COR of any fallen tree limbs or vandalism within the cemetery area. Vegetation shall be trimmed around man made objects. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing. Contractor may, with proper certification, use herbicides or mechanical means or a combination of both to accomplish trimming. The contractor shall use CAUTION of the marker stones as they are brittle from age.

1.2.3. Remove Debris. The contractor shall remove and dispose all debris in all vegetated areas prior to each mowing. Debris may consist of all natural debris (tree limbs, dry brush, dead animals, etc.) and man-made debris (paper, bottles, cans, rags, etc.) prior to each mowing. Dispose of collected debris shall be at an on-post location in accordance with existing post, state, and federal regulations. Dead animals shall be taken to Convenience Center #1 for disposal in a Government provided container. Advance coordination should be given to the COR so the Convenience Center can be notified of the incoming delivery. The Convenience Center is open from 6AM to 5PM, Monday through Saturday. Debris other than dead animals shall also be taken to Convenience Center #1 for segregation by the Grounds Maintenance/Landscaping Services Contractor into the containers designated by the Convenience Center Operator.

1.2.4. Repair Damaged Areas. Any damage to a cemetery shall be reported to the Contracting Officer's Representative (COR). Areas damaged by contractor's vehicles, or any action in the contractor's work process shall be (repaired) seeded, sprigged, or re-sod to meet the standards of surrounding areas. Repair or replacement shall occur within 15 days of noticed damage.

1.3 EMERGENCY AND SPECIAL EVENT SERVICES. Upon notification by the contracting officer through the issuance of a delivery order, the contractor shall perform emergency or special event Grounds Maintenance/Landscaping Services required in areas covered under this contract. Upon notification of an

emergency, the contract manager shall respond within one (1) hour to meet with the contracting officer and government evaluator and initiate emergency services. Upon receiving direction by the contracting officer, contractor personnel shall begin emergency work within two hours. The contracting officer will notify the contractor as soon as a special event requirement is known, but not less than 24 hours prior to the event.

1.4 LANDSCAPING. The 101st Airborne Division (Air Assault) has approximately 24,000 soldiers that work on Fort Campbell. During normal day-to-day operations the Fort functions as any other community. The downtown City Hall and Mayor's office are similar to T-39 the Commanding General's office. Gate 4 is the main entrance and is often used by the local media (as in TV news) to visually background newsworthy events. Gander Memorial is a ceremonial orchard-like park dedicated to hundreds of Fort Campbell soldiers killed in a 1986 aircraft crash. The Eagle Conference Room (Bldg 2607) is a meeting site for dignitaries all year around. Buildings 7276,7277,7278 are headquarters buildings for 160th SOAR. These buildings must be maintained to a high degree of appearance due to units requirements. All of these sites were created by professional landscape architects to communicate the feelings and values of the Soldiers and their families. Accordingly, every effort is made to create and maintain these sites in a visual condition that is dignified, clean, safe, ecologically sound and aesthetically pleasing. The overall appearance of facilities and grounds is a very high priority.

1.4.1 Turf Management. At these sites, the Contractor shall provide healthy, lush green lawn, attractively maintained year-round including, but not limited to, plant identification, mowing, watering, cleanly edged grass areas, sidewalks and curbs; free of weeds, leaves and litter. Fertilize as needed to promote a healthy lawn. Removal of thatch and other debris as needed. The removal of invasive weeds and plants, The aeration of the soil to promote a healthy lawn. All services are as needed to give the appearance of a well maintained lawn free from weeds and debris.

1.4.2 Flower Bed Management. The Contractor shall provide, create and maintain year-round healthy, aesthetically pleasing flower beds, vibrant splashes of colorful flowers and shrub displays including, but not limited to, mulching, watering, free of weeds, leaves, and litter. Grass areas, sidewalks and curbs shall all be cleanly edged; free of weeds, leaves, and litter. Flower Bed management will include the placing of annuals and the fertilizing and maintenance associated with the keeping plants blooming and full. Maintenance includes the removal of all weeds from the bed with either mechanical or hand equipment to keep them weed free. Contractor must remove dead blooms and other vegetation to promote continued growth of plantings. Contractor shall replace mulch or washed pea gravel as necessary to maintain bedded plant areas. Contractor shall include periodic applications of plant food (water soluble fertilizer) to maintain plantings associated with the beds.

1.4.3 Landscape Management. Landscaping management shall include all work necessary to keep the prescribed areas neat in appearance. Requirement includes the pruning of dead limbs from trees, removal of any dead vegetation or debris from around trees and shrubs, clipping of all hedges of new growth and fertilizing of trees and shrubs annually with a prescribed fertilizer.

1.4.4 Establishment of Turf. Contractor shall till areas to be seeded to a depth of 4" to provide a good seed bed for seed germination. Contractor shall place seed evenly over area at prescribed rates for turf establishment per seed manufacturer recommendations. Turf Fescue is the preferred species. Contractor shall then mulch the area using straw on areas has 2% slope or less. Areas with greater than 2% slope shall be covered with straw matting (Single layer) and staked down. After germination, contractor shall warranty area for a period of 4 months. Failure to establish turf will be when areas larger than 6 square inches do not have a planted grass species present.

1.4.5 Raised Plant Bed. Contractor shall provide all materials and labor necessary to build a raised plant bed to a maximum height of 12". Contractor shall build the bed walls using treated landscaping timbers. Topsoil shall be placed to bring the soil to within 4 " of the top of the plant bed. Remaining 4 inches shall be brought to grade using natural mulch.

1.4.6 Sodding. Areas to be sodded shall be prepared to a depth of 2 " to promote plant growth. Sod shall be placed over the entire area so as no gaps bigger than 1 " is visible between sod rolls or sheets. Sod

placed on slopes greater than 5 % shall be staked down using aluminum turf stakes. Area shall be watered as needed to promote growth. Contractor warranties sod for a period of 2 months after application.

1.4.7 Plantings. All plantings of annuals and perennials shall include the excavation of a hole in soil approximately 1 inch bigger than the potted plant and equal to the depth of the planting root ball. After placing planting in the excavated hole, contractor shall replace to provide firm contact between soil and planting root ball/roots. Water as appropriate. Contractor warranties annuals for a period of 1 week, perennials for a period of 2 weeks and trees and shrubs for a period of 1 growing season. Please see Technical Exhibit 4 for the approved landscaping plant list.

1.4.8 Trees / Shrub Management. The Contractor shall use ANSI A-300, American Standard Tree Trimming when pruning, and other sources as necessary, to provide and maintain a healthy, attractive appearance of all trees and shrubs year-round including, but not limited to, watering, mulching; free of disease, weeds, leaves, and litter.

1.4.9 Irrigation System Management. The irrigation systems shall be maintained and operated by the Contractor. The Contractor shall manually operate the valves to turn on and off the sprinkler systems at Gate 4 and the soaker hose system at Gander Memorial. The Contractor shall winterize the irrigation systems. The Contractor is fully responsible for accessing and providing appropriate amounts of water/irrigation to all turf, flowers, trees and shrubs covered under this contract, to include providing other sources and methods for water when the irrigation system is inoperable.

1.4.10 Landscape Maintenance of Newly Developed Areas. Newly developed areas shall be maintained to include Turf Management (par.1.4.1), Flower Bed Management (par. 1.4.2), Landscape Management (par. 1.4.3), and Tree and Shrub Maintenance (par. 1.4.8). This LIN is priced per Square Yard (SY) for a month of performance based landscaping service.

1.4.11 Remove Existing Landscaped Areas. Contractor shall remove existing landscaped area, regrade the surface area to tie into to surrounding areas. Contractor shall furnish and install sod in excavated areas and ensure sod is installed and maintained IAW paragraph 1.4.6.

1.4.12 Warranty. The Contractor shall maintain a warranty file on all products, plants, materials, and supplies containing seller's warranties affecting the growth and health of plant life included in this project for the duration of the warranty period. Warranty information shall be made available to the Government upon request. All warranties still in effect at the end of this contract shall be turned in to the Government.

2. SERVICE DELIVERY SUMMARY. The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Performance Standards	Maximum Allowable Degree of Deviation from Requirement (AQL)	Method of Surveillance	Task Value
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds.	Grass maintained, trimmed, edged, debris removal between 1-1/2" – 3" Quality Schedule Business Relations Paragraph 1.1.1	2.5% (Ac 2 Re 3)	Validated customer complaints shall not exceed 3 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	10%

(CLIN 1) Level I. 94% of the areas are cut within the height requirement.				
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 2) Level II. 92% of the areas are cut within the height requirement.	Grass maintained, trimmed, edged, debris removal between 2" – 5" Quality Schedule Business Relations Paragraph 1.1.1	4% (Ac 10 Re 11)	Validated customer complaints shall not exceed 4 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	35%
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 3) Level III. 85% of the areas are cut within the height requirement.	Grass maintained, trimmed, edged, debris removal between 2" – 5" Quality Schedule Business Relations Paragraph 1.1.1	10% (Ac 21 Re 22)	Validated customer complaints shall not exceed 5 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	25%
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 7) Level I (Parade Field). 94% of the area is cut within the height requirement.	Grass maintained, trimmed, edge, debris removal between 1" – 3" Quality Schedule Business Relations Paragraph 1.1.1	Customer Complaint	Validated customer complaints shall not exceed 3 per (thirty consecutive days).	2%
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height	Grass maintained, trimmed, edge, debris removal between 6" – 12" Quality Schedule	Customer Complaint	100% Inspection	7%

requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 0005) Level V (Landfills). 94% of the area is cut within the height requirement.	Business Relations Paragraph 1.1.1			
Maintain Unimproved Grounds. 100% of the area is cut within the height requirement. The overall appearance of a cut grassy area is that the grass is cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. PGMS emphasis is on the overall health and appearance of the grounds. (Back Area Roads) (CLIN 0004) Level IV	Paragraph 1.2	Work required is satisfactorily completed 100% of the time	100% Inspection.	3%
Maintain Unimproved Grounds. 100% of the area is cut within the height requirement. The overall appearance of a cut grassy area is that the grass is cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. PGMS emphasis is on the overall health and appearance of the grounds. (Cemeteries) (CLIN 0006).	Paragraph 1.2	Work required is satisfactorily completed 100% of the time	100% Inspection.	3%
Emergency Or Special Event Services In accordance with The Delivery Order. Special or emergency events are accomplished in accordance with the task or delivery order.	Paragraph 1.1	Work required is satisfactorily completed 100% of the time	100% Inspection.	1%

CLIN 0008				
Herbicide CLIN 0014	Paragraph 1.1.8	Work required is satisfactorily completed 100% of the time	100% Inspection.	1%
Turf Repair CLIN 0013	Paragraph 1.1.7	Work required is satisfactorily completed 100% of the time	100% Inspection.	0.5%
Landscaping Services 100% of the areas are maintained to include: Turf Management, Flower Bed Management, Tree and Shrub Management, and Landscape Management (CLIN 0015 through 0039)	Paragraph 1.4	Work required is satisfactorily completed 100% of the time	Validated customer complaints shall not exceed 3 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	8%
Grass Clippings and Leaves removal services (CLIN 0011)	Paragraph 1.1.5	Work required is satisfactorily completed 100% of the time	100% Inspection	0.5%
Landscaping Services Establishment of Turf (CLIN 0040 – Par 1.4.1) Landscape Maintenance (CLIN 0041 – Par 1.4.10) Placement of pea gravel, mulch, annuals, perennial flowers, trees, shrubs, raised plant beds, sod (CLIN 0042-0049 – Par. 1.4) Removal of existing landscaping services (CLIN 0050 – Par 1.4.11) Periodic Lawn Treatment Services (CLIN 0051 – Par 1.1.9)	Paragraph's noted in column 1	Work required is satisfactorily completed 100% of the time	100% Inspection	4%

2.1. Evaluating Performance. The performance thresholds describes in the service delivery summary are minimum acceptable levels of service required for each requirement. Government evaluations that support minimum acceptable levels of performance result in payment of the Line Item(s) amount reflected in the Schedule. Government evaluations that support an unacceptable level of performance result in a reduction payment.

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

3.1. GOVERNMENT FURNISHED PROPERTY AND/OR SERVICES. The Government shall furnish the following property and/or services:

3.1.1. Property. An area will be provided on Fort Campbell for the Contractor's offices and staging area, Contractor may construct a facility to perform on-post maintenance of his equipment. Contractor shall submit plans for site layout and maintenance building design to Contracting Officer for approval no later than 30 days after contract award. All areas where equipment maintenance occurs shall be completely curbed and contained on a hard stand. Material waste shall be disposed off of the installation in accordance with environmental regulations. Floor drains are not allowed. Cost for said maintenance will be at contractor's expense. Government furnished utilities should not be used to support maintenance and cleaning of equipment.

3.2. SERVICES.

3.2.1. Power. Electric Power is available as a reimbursable expense. The contractor must provide the pole, disconnect, and meter connection. Payments will be invoiced monthly by the Public Works Business Center (Business office).

3.2.1. Police and Fire Protection. Law Enforcement by Fort Campbell Military Police, telephone No. 270-798-2677 and Fire Protection by the Fort Campbell Fire Department, telephone No. 270-798-3473, Emergency Phone No. 911 (Cell phone users call (270) 798-1221/1224).

3.2.3. Emergency Medical Service. Medical services for contractor personnel are the responsibility of the contractor. However, the Government will provide, on an emergency basis, medical services for job related injuries while an employee is performing under this contract on a reimbursable basis. Emergency medical care is available to the contractor employees at Blanchfield Army Community Hospital. For emergency ambulance service, call 911 (Cell phone users call (270) 798-1221/1224).

3.2.4. Housekeeping. The contractor shall be responsible for all housekeeping of contractor occupied facilities/areas on Fort Campbell, Kentucky. The contractor shall sweep, rake, remove trash, police cut grass, trim weeds, and generally perform housekeeping necessary to keep the area in a neat and orderly manner.

4. GENERAL INFORMATION.

4.1. QUALITY CONTROL. The contractor shall develop, submit for contracting officer approval, and maintain a quality program to ensure Grounds Maintenance/Landscaping Services are performed in accordance with **standards identified within the statement of work.** The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the contractor shall develop quality control procedures addressing the areas identified in paragraph 2, Service Delivery Summary and documenting all inspections conducted by the contractor and necessary corrective action taken.

4.2. QUALITY ASSURANCE. The government will periodically evaluate the contractor's performance in accordance with the Quality Assurance Surveillance Plan (included for information only - NOT INCLUDED AS PART OF THIS CONTRACT) and **Contract Clause 52.246-4, Inspection of Services.**

4.3. HOURS OF OPERATION.

4.3.1. Government Work Hours. The Government's working hours is 7:30 A.M. to 4:00 P.M., Monday through Friday, except for Federal Holidays.

4.3.2. Contractor Working Hours. The Contractor's normal working hours shall be 7:30 A.M. to 4:00 P.M., Monday through Friday. The Contractor may work outside of the hours at no additional cost to the Government if approved 48 hours in advance by the COR. The contractor shall inform the Government of the location he plans to work for any work performed outside of normal working hours.

4.3.3. Holiday and inclement weather or other delays. Work delays due to federal holidays, inclement weather, and/or other causes beyond the contractor's control (to include, but not limited to, access to work

areas, vehicles in parking lots overhanging curbs and grass areas) shall not constitute grounds for nonperformance. However, contractor is responsible for mowing and maintaining these areas in a timely manner. Notwithstanding anything contained herein to the contrary, with prior approval from the COR. Any work performed beyond normal duty hours and/or non-scheduled days shall be performed at no additional cost to the Government.

4.3.3.1. Other Delays/Obstructions. When the contractor cannot complete a mowing an area due to construction debris or Government interference, the contractor shall mow within three feet of obstruction and report in writing to the COR the reason for failure to complete the mowing of the area. The report shall identify type of interference, location and date of mowing interference.

4.4. SECURITY REQUIREMENTS.

4.4.1. Contractor Employees. Contractor employee access to Fort Campbell is controlled. Prior to contract award a specific access procedure, under development, will be included in the contractual document. Portions of Fort Campbell are restricted access areas. Contractor shall submit a roster of employees needing access to those areas (names, last four numbers of SSN, DOB, driver's license # and state).

4.4.2. Vehicle Registration. Proper state registration, proof of insurance, and a valid driver's license are required to operate a privately operated vehicle (POV) on the installation. Registration with the Provost Marshal's Office is required.

4.4.2.1. Commercial Trucks. Commercial trucks are required to enter the installation via Gate 7. Gate 7, located in Kentucky, is accessible from U.S. Highway 41A. Contractors should expect delays with commercial trucks entering via this gate as vehicles might be subject to physical inspections.

4.4.3. Key Control. Contractor shall follow AR 190-51, "Security of Unclassified Army Property (Sensitive and Non-sensitive)".

4.5. EMERGENCY SERVICES. On occasion, services may be required to support an activation or exercise of contingency plans outside the normal duty hours; therefore emergency telephone number for Contract Manager or his alternate shall be provided to the Contracting Officer. Contractor shall provide a means of communication for the COR to be able to contact the Grounds Maintenance/Landscaping Services Project Manager (contractor) at all times.

4.6. SAFETY REQUIREMENTS. In order to provide safety control for protection to the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of this contract, the contractor shall comply with Occupational Safety and health Act (OSHA) and all pertinent provisions of the publications 29 CFR 1910 and EM 385-1-1.

4.6.1. Safety Deficiencies. The contractor is responsible for enacting a pro-active, aggressive safety program. Once safety deficiencies or unsafe practices or operations occur, the contractor must correct them immediately. In the event the Government notes unsafe practices, the contractor will be notified and the contractor shall immediately correct all safety deficiencies. Such notice when delivered to the contractor or his representative at the site of work shall be deemed sufficient for this purpose. Also, the contractor is responsible for ensuring that the equipment is in a safe operating condition, that it is used in a safe manner, and that it is used in a safe environment and condition.

4.6.2. Equipment. The contractor shall not leave equipment unattended while in use or leave any equipment at the work site overnight without prior approval by the COR.

4.7. ENVIRONMENTAL REQUIREMENTS.

4.7.1. Material Storage. Potential polluting materials, including but not limited to, hazardous chemicals, oils and other petroleum products may be stored properly within the contractor's maintenance facility/building.

4.7.2. Spills. The Contractor shall submit a Spill Response Plan to the Contracting Officer fourteen (14) days after contract award (see Technical Exhibit 2). Upon approval, the plan will be made available to all employees, emergency response teams and local emergency personnel. Contractor will be required to initiate the cleanup action of any spills within 24 hours of the spill.

4.7.2.1. Spill Responsibility. The Contractor shall be solely responsible for any spills, which occur as the result of the actions of its agents and personnel during the performance of this contract. When possible, emergency response to prevent eminent danger to human health and the environment will be provided by the Fort Campbell Fire Department. The Contractor shall clean such spills to the satisfaction of the Government and in a manner that complies with applicable federal, state and local laws and regulations. The cleanup shall be a no cost to the Government.

4.7.3. Equipment Cleaning. Mowing equipment may be washed down at the North or South Centralized Vehicle Wash Facilities. Contractor may be denied access to a particular wash facility due to military activities. If access is denied, the contractor will not be entitled to a contract adjustment.

4.7.4. Environment and OSHA. The contractor shall comply with all local, State, and Federal environmental and occupational safety laws, rules, and regulations.

4.7.5. Burning. Burning will not be allowed on post or for any reason as a part of this contract.

4.7.6. Notification of Animal Carcass. Dead animals shall be taken to Convenience Center #1 for disposal in a Government provided container. Advance coordination should be given to the COR so the Convenience Center can be notified of the incoming delivery. The Convenience Center is open from 6AM to 5PM, Monday through Saturday.

4.7.7. Certification of Herbicides Application. Contract must hold business licenses in the states of Kentucky and Tennessee, an applicators licenses in either state and be certified in the following categories:

Certification Category: 3 Turf and Ornamental

Category: 6 Right of Way.

Contractor shall only use approved pesticides per the installation Pest Management Plan. All applications will be in accordance with the label. Contractor must report all usage quantities to the Installation Pest Management Coordinator. Information required includes: Area treated, square footage, type of pest, chemical name, EPA registration number, Pounds of Active Ingredient, quantity of finished solution, man hours to survey and complete, applicator name, certification # and license and date. Information must be submitted at a minimum of monthly to Joseph D. Whitfill, 798-3113, Bldg 865, Room 104 E.

4.7.8. Compliance with Laws and Regulations. The Contractor shall be knowledgeable of, and comply with all applicable federal, state, and local laws, permits, DOD, Army, and installation's environmental requirements and instructions.

4.7.9. Notification of Environmental Spills. The Contractor shall submit a spill plan with his proposal. The Contractor shall immediately report any spills or releases of any substance listed in 40 CFR 302 to the Fort Campbell Emergency Services and the COR. The Contractor shall be liable for containment and environmental clean up of the spill or release of such substance.

4.7.10. Material Safety Data Sheets (MSDS). The Contractor is responsible for advising his employees of all Environmental and Hazardous Materials Handling and is also required to have and maintain MSDS for all materials used by the Contractor in accordance with federal and state laws and/or regulations. (Reference AR

200-1, Army Environmental Program and Occupational Safety and Health Administration (OSHA) requirements).

4.7.11. Disposition of Materials and Equipment. The Contractor is responsible for disposal of materials and equipment. Landscape materials such as leaves, dead trees, limbs, and shrubs shall be coordinated through the COR for processing through the Installation recycling programs.

4.7.12. Miscellaneous Hazardous Waste. Hazardous waste, contaminated soil or other special waste shall be disposed in accordance with applicable regulations. Contact PWBC, Environmental Division, Pollution Prevention Branch, for instructions, through the COR. Contractors that generate hazardous waste at Fort Campbell are responsible for proper disposal of the waste. The Contractor must have the transportation manifest signed by an authorized representative of the PWBC, Environmental Division. Hazardous materials partially used and remaining at the end of the contract shall be retained by the Contractor and removed from the post.

4.8. PHASE IN AND OUT PLAN. The transition period is the one-month-period immediately prior to contract start date (phase in) and the one-month period prior to contract end date (phase out). The Contractor shall develop and submit a transition-plan 45 days before the expiration of the contract (expiration includes terminations) or contract start date. The plan will effect a smooth and orderly transfer of contract responsibilities to a successor contractor. It shall fully describe how the contractor will approach such issues as information transfer and any other actions required for continuity of operations.

5. EXHIBITS.

5.1 Exhibit 1: Maps and/or Site Plans

Improved Grounds Map with 2004 Imagery (large file)

Improved Grounds Map without Imagery (small file)

Landscaping Maps (Gander Memorial, T-39, Gate 4, Building 1501)

5.2 Exhibit 2: Site Stabilization Specification

5.3 Exhibit 3: Improved Grounds Special Scenarios

5.4 Exhibit 4: Approved Plant List For Landscaping

5.5 Exhibit 5: Definition List / Glossary of Terms

5.6 Exhibit 6. Site Specific Spill Contingency Plan

6. SUBMITTALS

6.1 Quality Control Inspection schedules.

6.2 Mowing Schedules

6.3 Quality Control Results

6.4 Notification of contractor damage (broken windows, damage to vehicles, damaged grounds, or other damaged items)

6.5 Changes in schedules and requests (i.e. weather delays)

6.6 Landscaping Plan to include Landscape Management, Flower Bed Management, Turf Management, and Tree/Shrub Management. (Annual submittal).



**DEPARTMENT OF THE ARMY
US ARMY CONTRACTING AGENCY
SOUTHERN REGION CONTRACTING CENTER-EAST
1309 ANDERSON WAY SW, BLDG 131
FT MCPHERSON, GA 30330-1096**

PAST PERFORMANCE QUESTIONNAIRE COVER LETTER

FOR OFFICIAL USE ONLY

MEMORANDUM FOR: ALL PROSPECTIVE EVALUATORS

FROM: Southern Region Contracting Center, East
Installation Support Division
Bldg 130, 1st Floor, South
1301 Anderson Way, SW
Fort McPherson, GA 30330-1096

SUBJECT: Solicitation W911SE-07-R- 0020, Grounds Maintenance/Landscaping Services – Past Performance Questionnaire

1. The contractor listed in Section A of the attached questionnaire has identified your office as a source to evaluate their past performance and it also authorizes release of this information to our office. Under the solicitation, the Government will perform a Price/Past Performance Trade-Off (PPT) evaluation. The results of this questionnaire will assist in establishing the basis for award.
2. Your assessment of contractor past performance is extremely valuable in our evaluation. The Southern Region Contracting Center-East depends on information received from agencies/companies such as yours, which have first hand experience with the offeror, for the evaluation of the offeror's performance. Our areas of interest in the offeror are summarized in the enclosed questionnaire.
3. Any additional information that you think would benefit the Government in our evaluation would be appreciated. It may be necessary for the Government to contact the offeror to inquire what corrective action has been taken or will be taken on the problem areas or concerns identified.
4. Your time and effort in providing this vital information is greatly appreciated and is critical to our evaluation. Please complete the enclosed questionnaire as accurately as possible and submit it to the attention of Geneva Emiliani Contract Specialist, by 2 June 2007. You may fax the completed questionnaire to (404) 464-1732, mail it to the above address or you may email the questionnaire to: geneva.emiliani@us.army.mil. Please direct questions or comments to Geneva Emiliani, 404-464-1029 (DSN 367-1029). Your prompt attention is greatly appreciated.

Janie P. Wright
/SS/
Contracting Officer

Attachment # 3
Past Performance Questionnaire

FOR OFFICIAL USE ONLY (WHEN COMPLETED)

PAST PERFORMANCE QUESTIONNAIRE

When Completed This Document Is Source Selection Sensitive Information IAW FAR 2.101 and 3.104
THE OFFEROR SHALL PROVIDE THIS ATTACHMENT TO CUSTOMERS, INDIVIDUALS, OR OTHER
GOVERNMENT OFFICES WHO HAVE KNOWLEDGE OF THEIR OFFEROR'S PAST PERFORMANCE

I. CONTRACTOR INFORMATION (To be completed by Offeror): Please correct any information below known to be inaccurate:

Company/Contractor's Name: _____

Address: _____

Telephone Number: _____

Fax Number _____

Contractor Point of Contact: _____

Brief Description of Work or Project Title: _____

II. EVALUATOR INFORMATION (To be completed by referenced evaluator):

Contract Number: _____ **Dollar Amount** _____

Contract Period or Dates of Performance: _____

Contract Type: ___ **Firm-Fixed-Price** ___ **Indefinite-Delivery/Indefinite Quantity**
___ **Cost-Reimbursement** ___ **Other (Please describe):**

Contractor Performed as the ☐ **Prime Contractor** ☐ **Sub-Contractor**

Brief Description of Work performed by aforementioned contractor:

Evaluated By:

(Signature)

(Date)

(Name and Title of Authorizing Official)

(Date)

NOTE: The identity of individual(s) providing reference information shall not be disclosed.

When responding to please use the following definitions as a guide:

Ratings are defined below and should be used as a reference in assessing performance:		
#	Rating	Definition
U	Unsatisfactory	Performance did not meet most contractual requirements and recovery is not likely in a timely manner. Contractual performance was accomplished with serious problem(s) for which the contractor's corrective actions appear or were ineffective.
M	Marginal	Performance did not meet some contractual requirements. Contractual performance reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.
U	Unknown	Offerors with NO past performance information, or with respect to which past performance information is not available, "may not be rated favorably or unfavorably."
S	Satisfactory	Performance met contract requirements. Contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
VG	Very Good	Performance met all contract requirements and exceeded some to the government's benefit. Contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
E	Exceptional	Performance met all contract requirements and exceeded many to the government's benefit. Contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Narrative explanations are very useful in determining past performance. There is space provided for amplifying information that is pertinent to any performance attribute rating. Please support your ratings with a narrative explanation. This information is essential by providing the Source Selection Authority (SSA) with information to make an informed and reasoned selection

PAST PERFORMANCE QUESTIONNAIRE

When Filled In This Document Is Source Selection Sensitive Information IAW FAR 2.101 and 3.104

Please rate the contractor on the following:

1. Contractor completed all work with good workmanship and in conformance with the specifications. U M U S VG E

2. Ability to perform in an orderly and professional manner (without serious delays in service). U M U S VG E

3. Hired, retained, trained, and utilized employees who possessed the appropriate skills, training, and competencies necessary for your contract. U M U S VG E

4. Provided adequate number of personnel for services required. U M U S VG E

5. Contractor had adequate equipment/facilities to meet contract requirements. U M U S VG E

6. Key personnel (Project Manager) were knowledgeable about contractual requirements. U M U S VG E

7. Demonstrated knowledge of and ability to comply with government or industry law, regulations, policies, procedures, and standards. U M U S VG E

PAST PERFORMANCE QUESTIONNAIRE

When Filled In This Document Is Source Selection Sensitive Information IAW FAR 2.101 and 3.104

8. Timeliness, accuracy, and completeness of contractor's
submitted reports, documentation, and submittals.

U M U S VG E

9. Effectiveness of Contractor's Quality Control program.

U M U S VG E

10. Contractor's compliance with quality control plan.

U M U S VG E

11. Adhered to and implemented all necessary
security, safety, and environmental regulations.

U M U S VG E

12. Responsiveness to contract changes and technical directions.

U M U S VG E

13. **Has a Contract Discrepancy Report ever been issued?**
(If YES, please explain)

Yes

No

PAST PERFORMANCE QUESTIONNAIRE

When Filled In This Document Is Source Selection Sensitive Information IAW FAR 2.101 and 3.104

14. Deficiency reports or corrective action requests were handled satisfactorily. U M U S VG E

15. Have you ever issued a cure/show cause notice, a termination for cause or default, or just elected to not exercise an option or continue contract services due to contractor's poor performance? (If YES to any, please explain) Yes No

16. Corrected deficiencies in a timely manner and pursuant to their quality plan/procedures. Yes No

17. Quality of contractor's overall performance. U M U S VG E

18. Would you award another contract to this contractor? (If NO, please explain) Yes No

19. What was the contractor's greatest strength in the performance of this contract?

20. What was the contractor's greatest weakness in the performance of this contract?

PAST PERFORMANCE QUESTIONNAIRE

When Filled In This Document Is Source Selection Sensitive Information IAW FAR 2.101 and 3.104

ADDITIONAL REMARKS PAGE IF NEEDED:

Again, thank you for your time and effort in assisting us with our requirement.

// SIGNED//

Janie P. Wright
Contracting Officer

QUALITY ASSURANCE
SURVEILLANCE
PLAN (QASP)

FOR

FORT CAMPBELL
GROUNDS MAINTENANCE/LANDSCAPING SERVICES

NOTE: THIS PLAN IS PROVIDED FOR INFORMATION PURPOSES ONLY. THIS QUALITY ASSURANCE SURVEILLANCE PLAN IS NOT PART OF THE REQUEST FOR PROPOSAL, NOR WILL IT BE MADE PART OF ANY RESULTING CONTRACT. THE GOVERNMENT RESERVES THE RIGHT TO CHANGE OR MODIFY INSPECTION METHODS AT ITS DISCRETION.

**QUALITY ASSURANCE SURVEILLANCE PLAN
FOR
GROUNDS MAINTENANCE/LANDSCAPING SERVICES**

INTRODUCTION

1. GENERAL

- 1.1. This Quality Assurance Surveillance Plan (QASP) has been developed to aid the Contracting Officer Representative in providing effective and systematic surveillance of all aspects of the contract. This plan provides for monitoring the contract requirements/assigned tasks that are listed on the performance requirements summary (PRS) (attached) using random sampling, 100% inspection, and customer comment as methods of surveillance. Surveillance will be conducted pursuant to the attached PRS and the Contract Clause 52.246-4, Inspection of Service – Fixed Price (Aug 1996).
- 1.2. The objective of this surveillance plan is to evaluate the contractor's performance in key areas and not to evaluate the method by which it is done.
- 1.3. Monitoring of services shall be performed by the COR. The COR must not offer suggestions or opinions concerning the management of the contractor's operations. This may give the appearance of Government interference or possible collusion between the COR and the contractor. The contractor must manage the operation and take whatever corrective action necessary to deliver contract requirements.
- 1.4. The quality assurance system used in this plan is based on the premise that the contractor, not the Government, is totally responsible for management and quality control actions to meet the terms of the contract. This assurance program takes into account the fact that the contractor is not a perfect manager and that unforeseen and uncontrollable problems do occur. Deficiencies caused by the Government may be excusable. Good management and use of an adequate quality control plan will allow the contractor to operate within the allowable AQL's. The COR is to be objective, fair, and consistent in evaluating contracting performance against the standards.
- 1.5. Ultimately, the Contractor is responsible for quality control; therefore, shall submit an acceptable quality control program to the Government. The contractor's quality control plan will be reviewed and formally accepted in writing by the contracting officer.

2. GOVERNMENT QUALITY ASSURANCE METHODOLOGY AND TECHNIQUES.

- 2.1. This Quality Assurance Plan provides for the monitoring of contract performance through the following types of surveillance: Random Sampling, Customer Complaints, and 100% Inspection.
- 2.2 **Line Items 0001 through 0003, 0005, and 0016 through 0031 (to include subsequent option line items) will be surveillance using Random Sampling and Customers Complaints. Line Item 0004 will be surveillanced using Customer Complaints and Line Items 0006 through 0015 and 0032 through 0043 (to include subsequent option line items) the surveillance method will be 100% Inspection.**
- 2.2.1. **Random Sampling.** Random sampling will be supported by validated customer complaints not corrected by the contractor and therefore unacceptable.

Microsoft Excel will be used to affect monthly Random Sampling (Line Items 0001 – 0003, 0005, and 0016 through 0031). Once the sample is generated an inspection will be conducted using the attached Inspection Worksheet. Random Sampling numbers can be generated monthly or for the entire mowing season; random sampling numbers must be generated prior to the start of the sampling period. To achieve random selection, Microsoft Excel will be used, with the computer program selecting the random numbers. The objective is to ensure that the sample is truly random i.e., that all

services have an equal chance of being selected. Sample size is determined by number of acres and the AQL as stated in the PRS. The QA is responsible for incorporating the number of surveillance activities for areas to be random sampled into a monthly schedule of all surveillance requirements. The schedule must be completed not later than 7 calendar days before the start of the surveillance period. "Extra" samples will not be pulled. If a grid pulled is in a parking lot, gravel motor pool, or construction zone, that grid will be examined if possible; if not possible, the grid will be counted as pass. The COR must be given a copy for review; the COR must review and return the schedule no later than the last day of the month preceding the month scheduled. Also, the QA must provide the Contract Administrator with a copy of the schedule before the start of the surveillance period. During the course of the contract, the COR retains a copy of all inspection schedules, random number tables, and inspection worksheets and the COR forwards a copy of these records for inclusion in the contract file.

Note: Generally, excellent performance requires less Government monitoring and actual performance verification while poor performance requires increased degree of monitoring and verification.

2.2.1.1. **Initiation of Inspection.** Normal sample size inspections will be initially utilized. The COR will maintain a tally sheet (see attached) annotating any sampling observations and defects. The spreadsheet will become a formal record for later reference. If the tally sheet indicates that the number of defects exceeds the AQL, the service for the period will be considered unsatisfactory and the appropriate remedial action will be taken. The contractor may be issued a CDR by the Contracting Officer (CO). When completed and signed, the CDR and the sample selection worksheet become documentation in support for any further action deemed necessary by the CO. When a contractor's quality control program works and the COR's surveillance shows consistently acceptable performance, the amount of surveillance may be decreased.

2.2.1.2. Evaluation Procedures:

a. **Random Inspections.** In accordance with the developed monthly surveillance schedule, the QA will visit and observe the randomly selected locations and evaluate the work tasks. Results of the individual evaluations will be documented on an "Evaluation Work Sheet" (attached) and summarized on a monthly "Evaluation Tally Sheet" (attached).

A Pass (P) or Fail (F) rating will be assigned each task (i.e. grass, edging, trimming, and debris removal) inspected, based on the Performance Criteria listed below. A brief description of the observed condition(s) or actions taken will be recorded, if appropriate. A failed task may cause the Work Requirement to receive an "Unsatisfactory" performance rating.

b. **Customer Complaints.** A customer complaint will be recorded as an unacceptable when proper and timely correction of the condition(s) is not accomplished within 48 hours. The customer complaint will be recorded against the unacceptable performance requirement. The customer complaint form will substitute for the "Evaluation Work Sheet" and will be summarized on the monthly "Evaluation Tally Sheet". Any unresolved customer complaints will be resolved prior to a final monthly inspection. After resolution, such complaint will be documented in the month in which it occurred.

c. **Documentation:** All QA inspections will be documented on an individual "Evaluation Work Sheet" and a monthly "Evaluation Tally Sheet". Copies of the "Evaluation Work Sheets" will be provided to the contractor's quality control inspector (QCI) at the end of each working day, in which the evaluation takes place. Documentation will be provided via email, fax, or telephonically by close of business or at the beginning of the next day.

2.2.1.3. **Performance Criteria:** Overall performance of the Work Requirement, i.e. "Maintain Improved Grounds Level I (CLIN 0001), will be considered "Acceptable" when the number of unsatisfactory performance ratings received during the inspection period, month, is three (3) or less. When the number of unsatisfactory ratings is equal to, or greater than four (4), the Work Requirement will be considered "Unacceptable". Each Work Requirement receiving an unsatisfactory performance

rating may be subject to appropriate administrative actions to include any recommended payment deductions.

2.2.1.4. Analysis of results: At the end of the month, the government quality assurance (QA) person will summarize the results of the inspections, compare the number of unsatisfactory performance ratings to AQL for the Work Requirement and review documented defects received from customer complaints and recommend appropriate administrative actions to include any recommended payment deduction to the Contracting Officer when performance is less than satisfactory.

2.2.2. Customer Complaints. The government quality assurance (QA) person will receive complaints from installation personnel and pass them to the contractor's quality control inspector (QCI) for validation and correction. The Government may notify the contractor by e-mail, fax, or phone call. Generally notification will be on the same working day (M-F) the complaint was received or early the morning of the next working day.

2.2.2.1 Standard. Customer complaints shall not exceed the thresholds cited on the PRS for each performance objective.

2.2.2.2. Procedures. Any installation employee that observes unacceptable services, either incomplete or not performed, for any of the above performance objectives should immediately contact the QA. The QA shall attempt to determine if the information warrants a response from the contractor. For example, what is the contractor's schedule of service for the area is the contractor's performance to schedule delayed due to weather or other know conditions. If resolution cannot be reached with the employee, the QA will record the complaint. The QA will immediately conduct an investigation to determine the validity of the complaint. When the QA determines the status of the complaint, he will notify the customer. When the complaint is valid the customer will be advised the contractor has forty-eight hours to respond; Saturdays will be counted as apart of the 48-hour response time. For valid complaints, the QA shall notify the Contractor's Quality Control Inspector (QCI) of the customer complaint and that a copy is available for immediate pick-up. The QCI will be given forty-eight hours to respond to the customer complaint. If the QCI disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the QCI will notify the QA. This forty-eight hour window can be extended if the timeframe for correction falls on a legal holiday, weekend, or the contractor is delayed by weather or other conditions beyond the contractor's control. A customer complaint will not be recorded as a defect if proper and timely correction of the unacceptable condition(s) is accomplished. The QCI shall return the written customer complaint document, properly completed with actions taken, to the QA, who will file the complaint for monitoring future recurring performance. If a repeat customer complaint is received indicating the same deficiency during the service period (month, quarter, etc.), the QA should contact the Contracting Officer for appropriate action. A customer complaint will be recorded as a defect if proper and timely correction of the unacceptable condition(s) is not accomplished. The QA shall notify the contracting officer for appropriate action, if any of the above service areas exceed the customer complaint thresholds. See attached Customer Complaint form to be used for customer complaints.

(NOTE: ANY CUSTOMER COMPLAINT METHOD OF SURVEILLANCE MUST BE BASED ON ADEQUATED CUSTOMER COMPLAINT TRAINING. THE QA SHOULD FURNISH WRITTEN INSTRUCTIONS, PUBLICITY, BRIEFINGS, AND USE ANY OTHER MEANS TO EDUCATE CUSTOMERS AND THE INSTALLATION POPULATION)

2.2.3 One Hundred Percent (100%) Inspection. One Hundred Percent (100%) inspection will be conducted for Line Items 0006 through 0015 and 0032 through 0043. The contractor shall perform all work required in a satisfactory manner. The COR will inspect these services to ensure complete compliance. If service is considered to be unsatisfactory, the contractor will be required to re-perform. The COR shall not consider the work complete until all deficiencies have been corrected.

2.2.3.1. For Line Items 0006 through 0008, Inspection Work Sheet – Level IV and Cemeteries will be used to facilitate inspections and for Line Item 0009, Inspection Work Sheet – Task/Delivery Order, will be used facilitate inspections.

2.2.3.2.. The QA person will inspect all work to ensure contractor compliance with the appropriate paragraphs of the Statement of Work (SOW) each time service is performed. The COR shall record results of inspection on the appropriate worksheet. If inspection indicates unacceptable performance, the COR will verbally notify the Contractor's Quality Control Inspector (QCI) to pick up the Inspection Worksheet. Contractor shall be given forty-eight hours after notification to notify the QA that deficiencies are corrected. The QA will again inspect all work tasks required by the delivery order to ensure contractor compliance with the appropriate paragraphs of the Statement of Work (SOW) recording the results of inspection on the Inspection Worksheet. The COR will not issue a receiving report accepting the services until all deficiencies noted on the Inspection Worksheet are corrected.

3. The Performance Requirements Summary (PRS) and samples of deductions are attached.

3.1 QUALITY ASSURANCE PLAN/PERFORMANCE REQUIREMENTS SUMMARY

Performance Objective	Performance Standards	Maximum Allowable Degree of Deviation from Requirement (AQL)	Method of Surveillance	Task Value
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 0001) Level I. 94% of the areas are cut within the height requirement.	Grass maintained, trimmed, edged, debris removal between 1-1/2" – 3" Quality Schedule Business Relations Paragraph 1.1.1	2.5% (Ac 2 Re 3)	Validated customer complaints shall not exceed 3 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	10%
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 0002) Level II. 92% of the areas are cut within the height requirement.	Grass maintained, trimmed, edged, debris removal between 2" – 5" Quality Schedule Business Relations Paragraph 1.1.1	4% (Ac 10 Re 11)	Validated customer complaints shall not exceed 4 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	35%
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 0003) Level III. 85% of the areas are cut within the height requirement.	Grass maintained, trimmed, edged, debris removal between 2" – 5" Quality Schedule Business Relations Paragraph 1.1.1	10% (Ac 21 Re 22)	Validated customer complaints shall not exceed 5 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	25%
Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 0009) Level I (Parade Field). 94% of the area is cut within the height requirement.	Grass maintained, trimmed, edge, debris removal between 1" – 3" Quality Schedule Business Relations Paragraph 1.1.1	Customer Complaint	Validated customer complaints shall not exceed 3 per (thirty consecutive days).	2%

Maintain Improved Grounds. The overall appearance of a cut grassy area is that the grass was cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. (CLIN 0007, 0010, and 0011) Level V (Landfills). 94% of the area is cut within the height requirement.	Grass maintained, trimmed, edge, debris removal between 6" – 12" Quality Schedule Business Relations Paragraph 1.1.1	Customer Complaint	100% Inspection	7%
Maintain Unimproved Grounds. 100% of the area is cut within the height requirement. The overall appearance of a cut grassy area is that the grass is cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. Meeting Standards emphasis is on the overall health and appearance of the grounds. (Back Area Roads) (CLIN 0006) Level IV	Paragraph 1.2	Work required is satisfactorily completed 100% of the time	100% Inspection.	3%
Maintain Unimproved Grounds. 100% of the area is cut within the height requirement. The overall appearance of a cut grassy area is that the grass is cut within the lower and upper height requirement for that level, excluding overnight growth of obnoxious weeds. Meeting Standards emphasis is on the overall health and appearance of the grounds. (Cemeteries) (CLIN 0008).	Paragraph 1.2	Work required is satisfactorily completed 100% of the time	100% Inspection.	3%
Emergency Or Special Event Services In accordance with The Delivery Order. Special or emergency events are accomplished in accordance with the task or delivery order. CLIN 0009	Paragraph 1.1	Work required is satisfactorily completed 100% of the time	100% Inspection.	1%
Herbicide CLIN 0015	Paragraph 1.1.8	Work required is satisfactorily completed	100% Inspection.	1%

		100% of the time		
Turf Repair CLIN 0014	Paragraph 1.1.7	Work required is satisfactorily completed 100% of the time	100% Inspection.	0.5%
Landscaping Services 100% of the areas are maintained to include: Turf Management, Flower Bed Management, Tree and Shrub Management, and Landscape Management (CLIN 0016 through 0031)	Paragraph 1.4	Work required is satisfactorily completed 100% of the time	Validated customer complaints shall not exceed 3 per (thirty consecutive days), and /or, the AQL of the Random Sample Inspection method is not exceeded at any time during a calendar month.	8%
Grass Clippings and Leaves removal services (CLIN 0012)	Paragraph 1.1.5	Work required is satisfactorily completed 100% of the time	100% Inspection	0.5%
Landscaping Services Establishment of Turf (CLIN 0032 – Par 1.4.1) Landscape Maintenance (CLIN 0033 – Par 1.4.10) Placement of pea gravel, mulch, annuals, perennial flowers, trees, shrubs, raised plant beds, sod (CLIN 0034-0041). Removal of existing landscaping services (CLIN 0042) Periodic Lawn Treatment Services (CLIN 0043)	Paragraph's noted in column 1	Work required is satisfactorily completed 100% of the time	100% Inspection	4%

Sample of Deductions.

3.2.1 SURVEILLANCE: The primary method of inspection will be random sampling supported by validated customer complaints not corrected by the contractor and therefore are unacceptable.

LOT SIZE: 311 acres of improved grounds level I
2140 acres of improved grounds in level II
2459 acres of improved grounds in level III

SAMPLE SIZE: Sample size is 50 acres of level I
Sample size is 125 acres of level II
Sample size is 125 acres of level III

3.2.2 PERFORMANCE REQUIREMENT: For CLIN 0001, performance is acceptable when three (3) or less defective acres are discovered per month. Performance is unacceptable when four (4) or more defective acres are discovered per month.

3.2.3 PROCEDURES:

3.2.3.1. Level of Inspection (MIL-STD-105E): Table I (General Inspection Level II), Table II-A, Sampling Plan for Normal Inspection will be used. *NUMBERS USED IN EXAMPLE ARE FOR DEMONSTRATION PURPOSES ONLY AND DO NOT REFLECT ACTUAL NUMBERS OR GOVERNMENT ESTIMATES*

3.2.3.2 Sample Size: The sample size for each evaluation period, calendar month, is 50 acres.

3.2.3.3. Sampling Procedure is outlined above in paragraph 2.2.1.

3.2.3.4. Evaluation Procedures are outlined above in paragraph 2.2.1.2.

4.1 Recommending payment deductions:

EXAMPLE (LEVEL I): Quality of completed work/service is unsatisfactory (AQL of 2.5% exceeded)

- (1) Total value for CLIN 0001 = \$100,000.
- (2) Total Monthly Value of CLIN 0001 is \$12,500 (\$100,000/8 Months)
- (3) Assuming 3 unacceptable out of 50 acres (3/50 is a 6% unacceptable rate)
- (4) Six percent (6%) of the total monthly cost of \$12,500 is \$750.
- (5) Contractor will be paid \$11,750 in lieu of \$12,500.

Note: (Repeat Steps 3 through 5) as unacceptable number changes

- (6) Assuming 6 unacceptable out of 50 acres (6/50 is a 12% unacceptable rate)
- (7) Twelve percent (12%) of the total monthly cost of \$12,500 is \$1,500.
- (8) Contractor will be paid \$11,000 in lieu of \$12,500.

(These deductions cannot be arbitrarily deducted and are subject to the Contracting Officer approval) *NUMBERS USED IN EXAMPLE ARE FOR DEMONSTRATION PURPOSES ONLY AND DO NOT REFLECT ACTUAL NUMBERS OR GOVERNMENT ESTIMATES*

EXAMPLE (LEVEL II): Quality of completed work/service is unsatisfactory (AQL of 4% exceeded)

- (1) Total value for CLIN 0002 = \$200,000.
- (2) Total Monthly Value of CLIN 0002 is \$25,000 (\$200,000/8 Months)
- (3) Assuming 11 unacceptable out of 125 acres (11/125 is a 9% unacceptable rate)
- (4) Nine percent (9%) of the total monthly cost of \$25,000 is \$2,250.
- (5) Contractor will be paid \$22,750 in lieu of \$25,000.

Note (Repeat Steps 3 through 5) as unacceptable number changes:

- (6) Assuming 14 unacceptable out of 125 acres (14/125 is a 12% unacceptable rate)
- (7) Twelve percent (12%) of the total monthly cost of \$25,000 is \$3,000.
- (8) Contractor will be paid \$22,000 in lieu of \$25,000.

(These deductions cannot be arbitrarily deducted and are subject to the Contracting Officer approval)

INSPECTION WORKSHEET	1. Contract Number
2. Sample Number	3. Level Inspected Level I & Parade Grounds / Level II / Level III (Circle level inspected)
4. Date of Inspection	5. Inspector (Printed Name)
6. General Description of Area Inspected:	
Performance Criteria	
7. Mowing of the Area: The overall appearance of the sample is that the area was cut within the lower and upper height requirement, excluding overnight growth of obnoxious weeds.	
Rating: P / F (Circle Rating)	
8. Edging: Sidewalks, driveways, roads, curbs, and other concrete or asphalt edges located in the sample are edged.	
Rating: P / F (Circle Rating)	
9. Trimming: Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, for hydrants, parking lot bumpers blocks, and other fixed obstacles. Trimming height shall match the height for the surrounding area.	
Rating: P / F (Circle Rating)	
10. Debris Removal: Debris is to be removed prior to mowing. Collected debris is properly disposed of at an on-post location.	
Rating: P / F (Circle Rating)	
11. Repair Damaged Area: Has the Contractor's vehicles caused damaged the area? Repair or replacement shall occur within 15 days of noticed damage. Contractor damage to the area shall be noted.	
Rating:	
Rating of the Inspected Sample	
P / F (Circle Rating)	
12. Signature of the Inspector	
13. Date and signature Contractor receives Inspection Report	

INSPECTION WORK SHEET Level IV, Level V, and Cemeteries	1. Contract Number
2. Inspected: Back Area Road Shoulders / Cemeteries / Landfills	
3. Date of Inspection:	4. Inspector (Printed Name):
5. Performance Criteria Back Area Road Shoulders	
a. Mowing of the Area : The overall appearance of the sample is that the area was cut within the lower and upper height requirement, excluding overnight growth of obnoxious weeds. Rating: P / F (Circle Rating)	
b. Trimming: Grass and weeds shall be trimmed around man-made objects. Height shall match the surrounding area. Marker stones are not damaged (cemeteries). Rating: P / F (Circle Rating)	
c. Debris Removal: Debris is to be removed prior to mowing. Collected debris is properly disposed of at an on-post location. Rating: P / F (Circle Rating)	
d. Repair Damaged Area: Has the Contractor's vehicles caused damaged the area? Repair or replacement shall occur within 15 days of noticed damage. Contractor damage to the area shall be noted. Rating: P / F (Circle Rating)	
6. Performance Criteria Cemeteries	
a. Mowing of the Area *: The overall appearance of the sample is that the area was cut within the lower and upper height requirement, excluding overnight growth of obnoxious weeds. Rating: P / F (Circle Rating)	
b. Trimming: Grass and weeds shall be trimmed around man-made objects. Height shall match the surrounding area. Marker stones are not damaged. Rating: P / F (Circle Rating)	
c. Debris Removal: Debris is to be removed prior to mowing. Collected debris is properly disposed of at an on-post location. Rating: P / F (Circle Rating)	
d. Repair Damaged Area: Has the Contractor reported any damage to the cemeteries to the Contracting Officer's Representative? Has the Contractor's vehicles caused damaged the area? Repair or replacement shall occur within 15 days of noticed damage. Contractor damage to the area shall be noted. Rating:	
7. Signature of the Inspector	
8. Date and signature Contractor receives Inspection Report	

INSPECTION WORK SHEET Task / Delivery Order	1. Contract Number
2. Task / Delivery Order Number	3. Requirement: Special Event Mowing / Herbicide / Turf Repair (Circle Requirement)
4. Date of Inspection	5. Inspector (Printed Name)
6. General Description of Area Inspected:	
7. Performance Criteria Special Event Mowing	
a. Mowing of the Area *: The overall appearance of the sample is that the area was cut within the lower and upper height requirement, excluding overnight growth of obnoxious weeds.	
Rating: P / F (Circle Rating)	
b. Edging: Sidewalks, driveways, roads, curbs, and other concrete or asphalt edges located in the sample are edged.	
Rating: P / F (Circle Rating)	
c. Trimming: Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, for hydrants, parking lot bumpers blocks, and other fixed obstacles. Trimming height shall match the height for the surrounding area, Level I and Parade Grounds.	
Rating: P / F (Circle Rating)	
d. Debris Removal: Debris is to be removed prior to mowing. Collected debris is properly disposed of at an on-post location.	
Rating: P / F (Circle Rating)	
e. Repair Damaged Area: Has the Contractor's vehicles caused damaged the area? Repair or replacement shall occur within 15 days of noticed damage. Contractor damage to the area shall be noted.	
Rating:	
8. Performance Criteria Herbicide	
a. Prior to treatment, Debris Removal: Debris is to be removed prior to treatment. Collected debris is properly disposed of at an on-post location.	
Rating: P / F (Circle Rating)	
b. Treatment: Herbicide chemical approved. Contractor applied chemical in accordance with Government approved.	
Rating: P / F (Circle Rating)	
a. Post to treatment: Maximum kill obtained. Contractor mowed dead vegetation down to height that did not throw rocks, etc or created a safety hazard.	
Rating: P / F (Circle Rating)	
9. Performance Criteria Turf Repair	

a. Ground preparation: Contractor accomplished ground preparation.
Rating: P / F (Circle Rating)
b. Seeding: Seed certified and applied correctly.
Rating: P / F (Circle Rating)
c. Fertilizer: Correctly applied.
Rating: P / F (Circle Rating)
d. Mulch: Straw properly applied.
Rating: P / F (Circle Rating)
10. Signature of the Inspector
11. Date and signature Contractor receives Inspection Report

INSPECTION WORK SHEET Landscaping (CLINs 0016 through 0031)		1. Contract Number
2. Inspected: Turf Management, Flower Bed Management, Tree and Shrub Management, Landscape Management		
3. Date of Inspection:		4. Inspector (Printed Name):
5. Performance Criteria Landscaping		
a. Turf Management: Does the area have healthy, lush green lawn, cleanly edged grass areas, sidewalks and curbs; free of weeds, leaves and litter? Is the area thatch and other debris free? Is the area free of weeds and debris? Rating: P / F (Circle Rating)		
b. Flower Bed Management: Have annuals been placed and maintained to keep plants blooming and full. Have all weeds been removed from the flower bed? Has the Contractor removed dead blooms and other vegetation to promote continued growth of plantings? Has the Contractor replaced mulch or washed pea gravel as necessary to maintain bedded plant areas. Rating: P / F (Circle Rating)		
c. Debris Removal: Debris is to be removed prior to mowing. Collected debris is properly disposed of at an on-post location. Rating: P / F (Circle Rating)		
d. Repair Damaged Area: Has the Contractor's vehicles caused damaged the area? Repair or replacement shall occur within 15 days of noticed damage. Contractor damage to the area shall be noted. Rating: P / F (Circle Rating)		
6. Signature of the Inspector		
7. Date and signature Contractor receives Inspection Report		

INSPECTION WORK SHEET Landscaping (CLINs 0032 through 0043)		1. Contract Number
2. Inspected: Turf Management, Flower Bed Management, Tree and Shrub Management, Landscape Management		
3. Date of Inspection:	4. Inspector (Printed Name):	
5. Performance Criteria Landscaping		
a. Turf Establishment (CLIN 0032): Has the contractor tilled, seeded, and mulched IAW Paragraph 1.4.4? Rating: P / F (Circle Rating)		
b. Landscape Maintenance of newly developed area (CLIN 0033): Is the area maintained to include Turf Management, Flower Bed Management, Landscape Management, and Tree/Shrub Maintenance IAW Paragraph 1.4.10? Rating: P / F (Circle Rating)		
c. Placement of Pea Gravel (CLIN 0034): Has 4" of pea gravel been placed IAW the corresponding Delivery Order? Is the pea gravel free from debris? Rating: P / F (Circle Rating)		
d. Placement of Mulch (CLIN 0035 and 0036): Has 4" of mulch been placed IAW the corresponding Delivery Order? Is the mulch free from debris? Is the mulch the correct color prescribed (CLIN 0035/0036 only) ? Rating: P / F (Circle Rating)		
e. Annuals, Perennial Flowers, Trees/Shrubs, Raised Plant Bed (CLINs 0037 through 0040): Has the item been installed IAW Paragraph 1.4.7 and Technical Exhibit 4? Rating: P / F (Circle Rating)		
f. Placement of Sod (CLIN 0041): Has the contractor installed the sod so that no gaps over 1" are visible between rolls and sheets? If placed on a slope over 5%, have aluminum turf stakes been used to hold the sod in place? Has area been watered to promote growth? Rating: P / F (Circle Rating)		
g. Remove Existing Landscaped Area (CLIN 0042): Has the existing area been excavated of all landscaped items? Has the surface been graded in order to tie in to surrounding perimeter surface? Has sod been installed IAW Paragraph 1.4.6 for the disturbed area? Rating: P / F (Circle Rating)		
h. Periodic Lawn Treatment Service (CLIN 0043): Has the prescribed area been aerated? Has the area been fertilized IAW Technical Exhibit 2? Has the contractor removed the weeds by either mechanical or chemical means? Rating: P / F (Circle Rating)		
6. Signature of the Inspector		
7. Date and signature Contractor receives Inspection Report		

UNACCEPTABLE TALLY SHEET GROUNDS MAINTENANCE SERVICES LEVEL # _____ MONTH _____ YEAR _____		
PAGE 1 OF _____		
GRID NUMBER	UNACCEPTABLE	REMARKS
COR SIGNATURE _____ DATE _____		

CUSTOMER COMPLAINT RECORD		1. Contract Number
2. FIRST INFORMED OF COMPLAINT DATE: TIME: RECEIVED BY		
3. SOURCE OF COMPLAINT / ORGANIZATION: INDIVIDUAL SUBMITTING COMPLAINT: PHONE:		
4. DETAILS OF COMPLAINT (ATTACH CONTINUATION SHEET IF NECESSARY) CONTRACT REFERENCE:		
5. CONTRACTOR INFORMED OF COMPLAINT (SEE ATTACHED) DATE: TIME: BY		
6. COMPLAINT VALIDATED: (SEE ATTACHED) DATE: TIME: BY		
7. ACTION PLANNED / TAKEN BY CONTRACTOR		
8. WORK INSPECTED / REINSPECTED DATE: TIME: BY		
9. RESULTS OF INSPECTION		
10. SIGNATURE OF AUTHORIZED INDIVIDUAL (contractor or Gov't?)		11. DATE
12. SIGNATURE OF REVIEWING OFFICIAL (contractor or Gov't?)		13. DATE

Wage Determination: 2005-2187, 2

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS

ADMINISTRATION

WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

Wage Determination No.:2005-2187

Revision No.:2

Date of Last Revision:11/03/2006

William W.Gross
Director

Division of Wage
Determinations

States: Indiana, Kentucky, Tennessee

Area: Indiana Counties of Perry, Posey, Spencer, Vanderburgh, Warrick
Kentucky Counties of Butler, Caldwell, Christian, Crittenden, Daviess, Hancock,
Henderson, Hopkins, Livingston, Logan, Lyon, McLean, Muhlenberg, Ohio, Todd,
Trigg, Union, Warren, Webster Tennessee Counties of Montgomery, Stewart

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	10.97
01012 - Accounting Clerk II	12.31
01013 - Accounting Clerk III	13.77
01020 - Administrative Assistant	15.57
01040 - Court Reporter	12.56
01051 - Data Entry Operator I	10.28
01052 - Data Entry Operator II	12.02
01060 - Dispatcher, Motor Vehicle	13.71
01070 - Document Preparation Clerk	11.00
01090 - Duplicating Machine Operator	11.00
01111 - General Clerk I	10.06
01112 - General Clerk II	11.41
01113 - General Clerk III	12.32
01120 - Housing Referral Assistant	14.01
01141 - Messenger Courier	9.22
01191 - Order Clerk I	9.50
01192 - Order Clerk II	11.86
01261 - Personnel Assistant (Employment) I	12.14
01262 - Personnel Assistant (Employment) II	13.58
01263 - Personnel Assistant (Employment) III	14.47

01270 - Production Control Clerk	17.67
01280 - Receptionist	9.47
01290 - Rental Clerk	9.37
01300 - Scheduler, Maintenance	11.23
01311 - Secretary I	11.23
01312 - Secretary II	12.56
01313 - Secretary III	14.01
01320 - Service Order Dispatcher	12.58
01410 - Supply Technician	15.57
01420 - Survey Worker	10.42
01531 - Travel Clerk I	10.68
01532 - Travel Clerk II	11.34
01533 - Travel Clerk III	11.96
01611 - Word Processor I	10.27
01612 - Word Processor II	11.52
01613 - Word Processor III	12.89
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	16.34
05010 - Automotive Electrician	15.61
05040 - Automotive Glass Installer	14.85
05070 - Automotive Worker	14.85
05110 - Mobile Equipment Servicer	13.31
05130 - Motor Equipment Metal Mechanic	16.34
05160 - Motor Equipment Metal Worker	14.85
05190 - Motor Vehicle Mechanic	16.34
05220 - Motor Vehicle Mechanic Helper	12.53
05250 - Motor Vehicle Upholstery Worker	14.09
05280 - Motor Vehicle Wrecker	14.85
05310 - Painter, Automotive	15.61
05340 - Radiator Repair Specialist	14.85
05370 - Tire Repairer	12.86
05400 - Transmission Repair Specialist	16.34
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.15
07041 - Cook I	10.90
07042 - Cook II	12.15
07070 - Dishwasher	8.49
07130 - Food Service Worker	8.12
07210 - Meat Cutter	12.15
07260 - Waiter/Waitress	8.97
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.61
09040 - Furniture Handler	11.12
09080 - Furniture Refinisher	15.61
09090 - Furniture Refinisher Helper	12.56
09110 - Furniture Repairer, Minor	14.09
09130 - Upholsterer	15.61
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.44
11060 - Elevator Operator	8.44
11090 - Gardener	11.36
11122 - Housekeeping Aide	8.53

11150 - Janitor	9.32
11210 - Laborer, Grounds Maintenance	9.35
11240 - Maid or Houseman	7.64
11260 - Pruner	8.56
11270 - Tractor Operator	10.68
11330 - Trail Maintenance Worker	9.35
11360 - Window Cleaner	10.30
12000 - Health Occupations	
12010 - Ambulance Driver	13.22
12011 - Breath Alcohol Technician	13.54
12012 - Certified Occupational Therapist Assistant	18.08
12015 - Certified Physical Therapist Assistant	18.98
12020 - Dental Assistant	12.25
12025 - Dental Hygienist	22.49
12030 - EKG Technician	20.58
12035 - Electroneurodiagnostic Technologist	20.58
12040 - Emergency Medical Technician	13.22
12071 - Licensed Practical Nurse I	12.11
12072 - Licensed Practical Nurse II	13.54
12073 - Licensed Practical Nurse III	15.10
12100 - Medical Assistant	10.66
12130 - Medical Laboratory Technician	14.01
12160 - Medical Record Clerk	10.75
12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	10.75
12210 - Nuclear Medicine Technologist	21.86
12221 - Nursing Assistant I	9.49
12222 - Nursing Assistant II	10.67
12223 - Nursing Assistant III	11.64
12224 - Nursing Assistant IV	13.07
12235 - Optical Dispenser	12.16
12236 - Optical Technician	10.51
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.10
12305 - Radiologic Technologist	18.41
12311 - Registered Nurse I	18.36
12312 - Registered Nurse II	22.49
12313 - Registered Nurse II, Specialist	22.49
12314 - Registered Nurse III	27.21
12315 - Registered Nurse III, Anesthetist	27.21
12316 - Registered Nurse IV	32.59
12317 - Scheduler (Drug and Alcohol Testing)	16.79
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.73
13012 - Exhibits Specialist II	19.49
13013 - Exhibits Specialist III	23.84
13041 - Illustrator I	15.73
13042 - Illustrator II	19.49
13043 - Illustrator III	23.84
13047 - Librarian	21.59
13050 - Library Aide/Clerk	7.57
13054 - Library Information Technology Systems Administrator	19.49
13058 - Library Technician	11.71
13061 - Media Specialist I	12.62

13062 - Media Specialist II	14.74
13063 - Media Specialist III	15.74
13071 - Photographer I	13.29
13072 - Photographer II	14.87
13073 - Photographer III	18.42
13074 - Photographer IV	21.08
13075 - Photographer V	22.87
13110 - Video Teleconference Technician	10.31
14000 - Information Technology Occupations	
14041 - Computer Operator I	12.62
14042 - Computer Operator II	14.31
14043 - Computer Operator III	16.40
14044 - Computer Operator IV	18.19
14045 - Computer Operator V	20.20
14071 - Computer Programmer I (1)	17.31
14072 - Computer Programmer II (1)	21.45
14073 - Computer Programmer III (1)	26.23
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	24.17
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	12.62
14160 - Personal Computer Support Technician	20.20
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	20.55
15020 - Aircrew Training Devices Instructor (Rated)	27.10
15030 - Air Crew Training Devices Instructor (Pilot)	29.81
15050 - Computer Based Training Specialist / Instructor	24.17
15060 - Educational Technologist	25.72
15070 - Flight Instructor (Pilot)	29.81
15080 - Graphic Artist	19.39
15090 - Technical Instructor	15.97
15095 - Technical Instructor/Course Developer	19.53
15110 - Test Proctor	12.87
15120 - Tutor	12.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.80
16030 - Counter Attendant	7.80
16040 - Dry Cleaner	9.75
16070 - Finisher, Flatwork, Machine	7.80
16090 - Presser, Hand	7.80
16110 - Presser, Machine, Drycleaning	7.80
16130 - Presser, Machine, Shirts	7.80
16160 - Presser, Machine, Wearing Apparel, Laundry	7.80
16190 - Sewing Machine Operator	10.35
16220 - Tailor	10.89
16250 - Washer, Machine	8.56
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.87
19040 - Tool And Die Maker	18.94
21000 - Materials Handling And Packing Occupations	

21020 - Forklift Operator	13.57
21030 - Material Coordinator	18.55
21040 - Material Expediter	18.55
21050 - Material Handling Laborer	12.75
21071 - Order Filler	9.83
21080 - Production Line Worker (Food Processing)	13.57
21110 - Shipping Packer	12.10
21130 - Shipping/Receiving Clerk	12.10
21140 - Store Worker I	11.02
21150 - Stock Clerk	14.66
21210 - Tools And Parts Attendant	13.57
21410 - Warehouse Specialist	13.57
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	19.59
23021 - Aircraft Mechanic I	18.73
23022 - Aircraft Mechanic II	19.59
23023 - Aircraft Mechanic III	20.50
23040 - Aircraft Mechanic Helper	13.94
23050 - Aircraft, Painter	17.30
23060 - Aircraft Servicer	15.85
23080 - Aircraft Worker	16.85
23110 - Appliance Mechanic	15.61
23120 - Bicycle Repairer	12.87
23125 - Cable Splicer	22.45
23130 - Carpenter, Maintenance	15.78
23140 - Carpet Layer	15.33
23160 - Electrician, Maintenance	19.65
23181 - Electronics Technician Maintenance I	18.46
23182 - Electronics Technician Maintenance II	19.57
23183 - Electronics Technician Maintenance III	25.43
23260 - Fabric Worker	15.85
23290 - Fire Alarm System Mechanic	18.23
23310 - Fire Extinguisher Repairer	14.90
23311 - Fuel Distribution System Mechanic	20.41
23312 - Fuel Distribution System Operator	19.33
23370 - General Maintenance Worker	15.13
23380 - Ground Support Equipment Mechanic	18.73
23381 - Ground Support Equipment Servicer	15.85
23382 - Ground Support Equipment Worker	16.85
23391 - Gunsmith I	14.90
23392 - Gunsmith II	16.85
23393 - Gunsmith III	18.73
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.34
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	17.16
23430 - Heavy Equipment Mechanic	16.52
23440 - Heavy Equipment Operator	17.04
23460 - Instrument Mechanic	20.68
23465 - Laboratory/Shelter Mechanic	17.81
23470 - Laborer	9.80
23510 - Locksmith	16.77
23530 - Machinery Maintenance Mechanic	18.57
23550 - Machinist, Maintenance	16.18
23580 - Maintenance Trades Helper	12.56
23591 - Metrology Technician I	20.68

23592 - Metrology Technician II	21.63
23593 - Metrology Technician III	22.63
23640 - Millwright	22.41
23710 - Office Appliance Repairer	17.33
23760 - Painter, Maintenance	15.61
23790 - Pipefitter, Maintenance	20.14
23810 - Plumber, Maintenance	19.24
23820 - Pneudraulic Systems Mechanic	18.80
23850 - Rigger	18.73
23870 - Scale Mechanic	16.85
23890 - Sheet-Metal Worker, Maintenance	18.27
23910 - Small Engine Mechanic	14.85
23931 - Telecommunications Mechanic I	20.13
23932 - Telecommunications Mechanic II	22.03
23950 - Telephone Lineman	20.13
23960 - Welder, Combination, Maintenance	16.34
23965 - Well Driller	18.73
23970 - Woodcraft Worker	18.73
23980 - Woodworker	13.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.22
24580 - Child Care Center Clerk	12.43
24610 - Chore Aide	8.84
24620 - Family Readiness And Support Services Coordinator	11.35
24630 - Homemaker	13.11
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	17.97
25040 - Sewage Plant Operator	17.17
25070 - Stationary Engineer	18.79
25190 - Ventilation Equipment Tender	13.94
25210 - Water Treatment Plant Operator	15.86
27000 - Protective Service Occupations	
27004 - Alarm Monitor	12.53
27007 - Baggage Inspector	9.14
27008 - Corrections Officer	13.32
27010 - Court Security Officer	13.94
27030 - Detection Dog Handler	12.52
27040 - Detention Officer	12.93
27070 - Firefighter	14.65
27101 - Guard I	9.14
27102 - Guard II	12.52
27131 - Police Officer I	15.25
27132 - Police Officer II	16.95
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.97
28042 - Carnival Equipment Repairer	11.66
28043 - Carnival Equipment Worker	8.12
28210 - Gate Attendant/Gate Tender	12.14
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	13.58
28510 - Recreation Aide/Health Facility Attendant	9.91
28515 - Recreation Specialist	12.54

28630 - Sports Official	10.82
28690 - Swimming Pool Operator	14.10
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.41
29020 - Hatch Tender	17.41
29030 - Line Handler	17.41
29041 - Stevedore I	16.91
29042 - Stevedore II	18.39
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.38
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.33
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	24.59
30021 - Archeological Technician I	14.18
30022 - Archeological Technician II	15.85
30023 - Archeological Technician III	19.64
30030 - Cartographic Technician	19.43
30040 - Civil Engineering Technician	21.37
30061 - Drafter/CAD Operator I	14.72
30062 - Drafter/CAD Operator II	16.47
30063 - Drafter/CAD Operator III	18.36
30064 - Drafter/CAD Operator IV	21.37
30081 - Engineering Technician I	14.50
30082 - Engineering Technician II	16.27
30083 - Engineering Technician III	18.20
30084 - Engineering Technician IV	22.56
30085 - Engineering Technician V	27.59
30086 - Engineering Technician VI	30.73
30090 - Environmental Technician	19.43
30210 - Laboratory Technician	19.48
30240 - Mathematical Technician	20.41
30361 - Paralegal/Legal Assistant I	14.53
30362 - Paralegal/Legal Assistant II	17.18
30363 - Paralegal/Legal Assistant III	21.02
30364 - Paralegal/Legal Assistant IV	25.41
30390 - Photo-Optics Technician	20.41
30461 - Technical Writer I	17.82
30462 - Technical Writer II	21.80
30463 - Technical Writer III	24.64
30491 - Unexploded Ordnance (UXO) Technician I	20.58
30492 - Unexploded Ordnance (UXO) Technician II	24.90
30493 - Unexploded Ordnance (UXO) Technician III	29.85
30494 - Unexploded (UXO) Safety Escort	20.58
30495 - Unexploded (UXO) Sweep Personnel	20.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	15.72
30621 - Weather Observer, Senior (3)	17.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.40
31030 - Bus Driver	12.65
31043 - Driver Courier	11.52
31260 - Parking and Lot Attendant	9.58
31290 - Shuttle Bus Driver	12.02
31310 - Taxi Driver	10.28
31361 - Truckdriver, Light	12.02

31362 - Truckdriver, Medium	12.65
31363 - Truckdriver, Heavy	14.98
31364 - Truckdriver, Tractor-Trailer	14.98
99000 - Miscellaneous Occupations	
99030 - Cashier	7.26
99050 - Desk Clerk	8.22
99095 - Embalmer	19.72
99251 - Laboratory Animal Caretaker I	9.65
99252 - Laboratory Animal Caretaker II	10.31
99310 - Mortician	18.41
99410 - Pest Controller	13.06
99510 - Photofinishing Worker	10.53
99710 - Recycling Laborer	14.53
99711 - Recycling Specialist	17.02
99730 - Refuse Collector	13.30
99810 - Sales Clerk	9.77
99820 - School Crossing Guard	11.88
99830 - Survey Party Chief	16.97
99831 - Surveying Aide	10.08
99832 - Surveying Technician	15.43
99840 - Vending Machine Attendant	10.81
99841 - Vending Machine Repairer	12.82
99842 - Vending Machine Repairer Helper	10.81

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.01 per hour or \$120.40 per week or \$521.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS

(as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and

6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other

personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at or through the Wage Determinations On-Line (WDOL) Web site at.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard
Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to

process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.